

e2i Skills and Career Fair @ YewTee Point

22 April 2026

Mix Sector Jobs

JOB LISTING BOOKLET



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 Agape Services

Agape Services is a Christian social enterprise under Far East Organization, whose aim is to provide meaningful employment and benefits to people with disadvantaged background, as a demonstration of the love and teachings of Jesus Christ.

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Cleaning Attendant (PT)	<ul style="list-style-type: none"> General Education or WSQ Certificate in Environmental Cleaning Able to understand basic instructions in English and communicate to customers Physically fit to carry out cleaning duties such as dusting, wiping, sweeping, mopping, handling and disposing waste Diligent, efficient and well-mannered worker, willing to learn and be trained 	<ul style="list-style-type: none"> Provide cleaning services at office premises, residential apartments and/or building areas Carry out general cleaning and maintain cleanliness using appropriate materials, products and equipment Handle and dispose waste according to standard procedures, instructions and cleaning industry standards Comply with performance standards as well as workplace safety and health policy and procedures 	<ul style="list-style-type: none"> Working Hours: 5 days / week 20 hrs / week Employment Type: Part-Time Job Type: Contract Location: Nordcom Two @ Gambas, 16 Gambas Crescent (S)757006
Deliver Driver - Class 4	<ul style="list-style-type: none"> Possess Class 3/4 Driving License, with good driving records Familiar with major roads in Singapore Good communication skills 	<ul style="list-style-type: none"> To perform daily collection and delivery of Central Laundry items To maintain the general cleanliness of the vehicle which shall include car washing To carry out any other duties as assigned by the management or its representative from time to time 	<ul style="list-style-type: none"> Working Hours: 6 days / week 44 hrs / week Employment Type: Full Time Job Type: Contract Location: Nordcom Two @ Gambas, 16 Gambas Crescent (S)757006
Laundry Attendant (FT/PT)	<ul style="list-style-type: none"> PSLE or equivalent At least 1 year of relevant experience Fast learner 	<ul style="list-style-type: none"> Identify the linens and place them in the correct sorting bin/washer 	<ul style="list-style-type: none"> Working Hours:


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Operate ironer/folding machines (manual folding may be required) Packing of linens into trolleys Maintain cleanliness of the working area 	<p>FT: 6 days / week 44 hrs / week</p> <p>PT: 4 days / week 24 hrs / week</p> <ul style="list-style-type: none"> Job Type: Contract Location: Nordcom Two @ Gambas, 16 Gambas Crescent (S)757006
<p>Laundry Supervisor</p>	<ul style="list-style-type: none"> PSLE or equivalent Preferred with at least 3 years of laundry or supervisory experience Good team player with ability to lead a team 	<ul style="list-style-type: none"> Assist with the efficient running of the laundry section as a Team Lead Operate and supervise the operation of laundry machinery as assigned Train and coach new laundry attendants Ensure and observe workplace safety practices Ensure and maintain cleanliness of working area 	<ul style="list-style-type: none"> Working Hours: 6 days / week 44 hrs / week Employment Type: Full Time Job Type: Contract Location: Nordcom Two @ Gambas, 16 Gambas Crescent (S)757006
<p>Laundry Technician </p>	<ul style="list-style-type: none"> Minimum NITEC in Electrical Engineering / Mechanical Engineering or equivalent. General mechanical, diagnostic, and troubleshooting abilities. 	<ul style="list-style-type: none"> Maintain tunnel washer, washer extractor and dryers to keep laundry machinery and equipment in operational condition. Troubleshoot and repair inoperative machines. Provide support and assistance by responding appropriately to repair situations, assessing the problem, and taking the appropriate action. 	<ul style="list-style-type: none"> Working Hours: 6 days / week 44 hrs / week Employment Type: Full Time Job Type: Contract Location: Nordcom Two @ Gambas, 16 Gambas

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Perform preventive maintenance and cleaning of machine ductwork and related equipment. Maintain an inventory of tools and supplies necessary for the completion of repairs and keep tools in good condition. 	Crescent (S)757006
Property Steward	<ul style="list-style-type: none"> General Education or WSQ Certificate in Environmental Cleaning Able to understand basic instructions in English and communicate to customers Physically fit to carry out cleaning duties such as dusting, wiping, sweeping, mopping, handling and disposing waste Diligent, efficient and well-mannered worker, willing to learn and be trained 	<ul style="list-style-type: none"> Provide cleaning services at office premises, residential apartments and/or building areas Carry out general cleaning and maintain cleanliness using appropriate materials, products and equipment Handle and dispose waste according to standard procedures, instructions and cleaning industry standards Comply with performance standards as well as workplace safety and health policy and procedures 	<ul style="list-style-type: none"> Working Hours: 5.5 days / week 44 hrs / week Employment Type: Full Time Job Type: Contract Location: Nordcom Two @ Gambas, 16 Gambas Crescent (S)757006
Room Attendant (Islandwide)	<ul style="list-style-type: none"> Willing to work rotating shifts, weekends and public holidays. Team player with positive attitude and ability to work under pressure in a fast-paced environment. Prior housekeeping or hospitality experience preferred. 	<ul style="list-style-type: none"> Clean and prepare guest rooms/serviced apartments and public areas, including making beds, dusting, vacuuming, sanitising, and restocking amenities. Maintain overall cleanliness of hotel/ serviced apartment, including corridors, carpets, service lift landings, furniture, pantries, and other common areas. Restock and organize housekeeping trolley and supplies. Handle guest requests promptly and courteously, including collecting/returning room service trays, delivering 	<ul style="list-style-type: none"> Working Hours: 6 days / week 44 hrs / week Employment Type: Full Time Job Type: Contract Location: 6 Woodlands Square (S)737737

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		amenities, and managing guest laundry and linen. <ul style="list-style-type: none"> • Report maintenance issues, room discrepancies, safety hazards, and lost & found items promptly according to standard operating procedures. • Ensure proper handling of master key during sign-in and sign-out to maintain security. • Perform periodic deep-cleaning (e.g. curtain changes, high dusting, stainless steel polishing, carpet shampooing) and special projects (e.g. stock-taking, setting up show flat) to ensure the utmost comfort and safety for guests. • Adhere to grooming, safety, and hygiene standards, and perform other duties assigned by supervisor. 	
Technician (Islandwide) 	<ul style="list-style-type: none"> • NITEC in Mechanical or Electrical Engineering or equivalent • Versatile and able to do carpentry works • Able to do shift work 	<ul style="list-style-type: none"> • Carry out preventive and corrective maintenance for the assigned properties • Ensure smooth running of all building Mechanical and Electrical services • Ensure all equipment are maintained and operated according to instruction • Carry out preventive maintenance of the equipment in accordance with Preventive Maintenance Schedule • Inspect the premises daily, perform building round checklist recording and replace defective parts • Attend to all work orders issued by the tenants and management 	<ul style="list-style-type: none"> • Working Hours: 6 days / week 44 hrs / week • Employment Type: Full Time • Job Type: Contract • Location: 6 Woodlands Square (S)737737

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Attend to emergency breakdown according to duty roster • Ensure compliance to building and fire safety rules and regulations • Manage and coordinate term contract servicing • Record and monitor utilities consumption of the property • Update the stock quantity of the maintenance materials regularly • To be a member of the Company Emergency Response Team (CERT) 	

#2 Big-Foot Logistic

BIG FOOT LOGISTIC PTE LTD was founded in the year 1992. The Company had since developed a wide range of logistic and port services in tune with current market demands. Built with a strong customer focus as its foundation, the company has been garnering intense support from our customers, whom till today still form the backbone of the company's continual growth. As a business partner, BigFoot is an organization that benchmarks itself against and beyond market demand. Through this, BIGFOOT has been able to achieve 99.9% customer retention over the last 12 years which certain customers utilizing its services for 22 years.

Although this proposal serves to provide Customers palpable insight into BigFoot for the provision of total logistics services consideration, we shall in the same breath seek to justify why BIGFOOT remains the preferred partner of most Multi-National Corporations when selecting a total logistic chain provider covering all stages of delivery, transportation, warehousing, permit clearance, freight forwarding, picking, packing, manpower resource supply and management services. We have a team of specialized personnel including foreign talents to provide quality and value that has contributed to BIGFOOT success this far.

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Container Trucking Master (Prime Mover Driver)	<ul style="list-style-type: none"> • Class 3A/3/4 Driving Licence • PSLE English pass. 	<ul style="list-style-type: none"> • To operate Prime Movers to transport containers from Wharf to Yard (Vice-versa) in PSA Container terminal. 	<ul style="list-style-type: none"> • Working Hours: 5 or 6 days / week, 12 hrs / day • Employment Type: Full Time • Location: 8 Joo Koon Road (S)628972
Stevedore Cargo Master (Lashing Specialist)	<ul style="list-style-type: none"> • PSLE English pass • Able to work at height. • Physically fit. 	<ul style="list-style-type: none"> • To perform lashing/Unlashing operations on board vessels, vessel berthing/ unberthing operations, container reefer, plugging/unplugging operations and water bunkering operations at PSA Container Terminal. 	<ul style="list-style-type: none"> • Working Hours: 5 or 6 days / week, 12 hrs / day • Employment Type: Full Time • Location: 8 Joo Koon Road (S)628972

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Warfside Lashing Specialist (Coneman)	<ul style="list-style-type: none"> • PSLE English pass. • Physically fit. 	<ul style="list-style-type: none"> • To perform vessel berthing/unberthing operations, container reefer, plugging/unplugging operations and water bunkering operations at PSA Container Terminal. 	<ul style="list-style-type: none"> • Working Hours: 5 or 6 days / week, 12 hrs / day • Employment Type: Full Time • Location: 8 Joo Koon Road (S)628972

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#3 Ng Teng Fong General Hospital

JurongHealth Campus comprises the integrated 700-bed Ng Teng Fong General Hospital (NTFGH) and 400-bed Jurong Community Hospital (JCH) which were designed as an integrated development to complement each other for better patient care, greater efficiency and convenience.

Be part of our exciting future. Transform the future of healthcare with us.

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Basic Care Assistant	<ul style="list-style-type: none"> No prior patient care experience is required Minimum qualifications: PSLE or WPLN Good communication and interpersonal skills On-the-job training will be provided Able to work 3 rotating shifts, including weekends and public holidays 	<ul style="list-style-type: none"> Attend to hygiene needs of patients who require assistance or are bedbound Oral feed patients who require assistance with oral feeding Assist with lifting, moving and transporting of patients Ensure patients' safety and facilitate social-emotional support through suitable activities Maintain a clean, well-organised and pleasant environment for all patients Comply with infection control practices when attending to patients Performs other duties assigned by nurse manager 	<ul style="list-style-type: none"> Working Hours: 5 days / week 3 Rotating Shifts Employment Type: Full Time Job Type: Permanent Location: 1 Jurong East Street 21 (S)609606
Care Support Associate	<ul style="list-style-type: none"> Minimum GCE 'N' Level or equivalent or WSQ Higher Certificate in Healthcare Support (Nursing) Service-oriented, pleasant and possess good communication skills Able to work 3 rotating shifts, including weekends and public holidays 	<ul style="list-style-type: none"> Attend to hygiene needs of patients who require assistance or are bedbound Oral feed patients who require assistance with oral feeding Monitor patients' vital signs Collect body fluid samples for investigations from stable patients Perform Oro-pharyngeal suctioning Perform 12-lead ECG Perform capillary blood glucose monitoring Assist nurses in resuscitative situations 	<ul style="list-style-type: none"> Working Hours: 5 days / week 3 Rotating Shifts Employment Type: Full Time Job Type: Permanent Location: 1 Jurong East Street 21 (S)609606

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Deliver care to patients with tubes, catheters and restraints • Comply with infection control practices when attending to patients • Transport discharged patients on wheelchair to the taxi stand or to designated transport as assigned • Fetch 'stable' ambulant patients or patients on wheelchair to other departments or for tests and investigations • Maintain tidiness of ward, drug fridge, clean utility, disposal room, equipment and trolleys at all times or assigned 	
<p>F&B Assistant</p>	<ul style="list-style-type: none"> • Minimum Primary School qualification • Possess certification in Basic Food Hygiene • Able to work in cold room environment • Good knowledge in food production and preparation 	<p>Meal summaries</p> <ul style="list-style-type: none"> • To generate daily meals summaries EMOS and handed over to each kitchen section for preparation / cooking / dishing / tray assembly etc. <p>Patients' menu order chits</p> <ul style="list-style-type: none"> • To generate patients' menu chits from EMOS <p>Answering phone calls</p> <ul style="list-style-type: none"> • To take in any phone calls enquires <p>Daily reports</p> <ul style="list-style-type: none"> • To maintain a daily report of events and complaints, also noting what action was taken. <p>Managing of Food Trolley docking system</p> <ul style="list-style-type: none"> • To be alert on each meal time by monitoring the Food trolley docking system. To alert IFS Supervisor/Executive if any Food trolleys are not dock • Perform other related duties as directed by Supervisor 	<ul style="list-style-type: none"> • Working Hours: Staggered working hours: Start Time of Earliest Shift: 5.30am End time of Latest Shift: 7pm. • No fixed day for off day. • Employment Type: Full Time • Job Type: Permanent • Location: 1 Jurong East Street 21 (S)609606

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<p>Kitchen Assistant</p>	<ul style="list-style-type: none"> • Minimum Primary School qualification • Possess certification in Basic Food Hygiene • Able to work in cold room environment • Good knowledge in food production and preparation 	<ul style="list-style-type: none"> • To follow all instructions given by Supervisor <p>Preparation work before dishing & tray assembly</p> <ul style="list-style-type: none"> • To carry out smooth dishing and tray assembly process by checking and preparing all the necessary items in advance such as food items to dish, number of casseroles, ladle, plated casseroles, rays, pre-packed cutleries etc. <p>Dishing operation</p> <ul style="list-style-type: none"> • Dishing of food activities are carried out in accordance to instruction given such as recording of temperature before and after dishing, completing each dishing session with the given time frame etc. <p>Tray assembly operation</p> <ul style="list-style-type: none"> • To ensure tray assembly of food activities are carried out in accordance to instruction given such as recording of temperature before and after tray assembly, complete each tray assembly session with the given time frame • To ensure the activities are in accordance to best hygiene practice • To strictly practice food hygiene according to ISO2200 and MUIS standards • To keep records for all dishing and tray assembly • To ensure all data for all dishing is well recorded before and after each dishing and tray assembly session • To always keep the area in charge clean and tidy • To clean up working areas after each dishing session 	<ul style="list-style-type: none"> • Working Hours: Staggered working hours: Start Time of Earliest Shift: 5.30am End time of Latest Shift: 7pm. • No fixed day for off day. • Employment Type: Full Time • Job Type: Permanent • Location: 1 Jurong East Street 21 (S)609606

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Perform other related duties as directed by Supervisor To follow all instructions given by Supervisor 	
Patient Service Associate (Emergency Department)	<ul style="list-style-type: none"> Minimum GCE N Levels with 1 year of working experience in customer service Excellent interpersonal and communication skills, able to work with all levels and staff Strong passion to serve patients Willing to work morning, afternoon and overnight shifts, including weekends and public holidays. 	<ul style="list-style-type: none"> Register patients via phone and upfront enquiries Collect payment/ deposits and provide Financial Counselling for admissions and discharges Liaise closely with Bed Management Unit for acquisition of beds for Emergency Medicine Department's (EMD) patients Obtain Specialist Outpatient Clinic (SOC) appointments for Emergency Medicine Department's (EMD) patients Sort documents in preparation for dispatch to Medical Records Office (MRO) Extend excellent customer service to patients and their relatives Replenish inventory when stock is low 	<ul style="list-style-type: none"> Working Hours: 3 shifts 40 hrs / week 8am to 4.15pm / 1pm to 9.15pm / 9pm to 8.15am. 2 AM; 1 PM; 1 Rest Day; 1 PM; 2 Night Shifts Employment Type: Full Time Job Type: Contract Location: 1 Jurong East Street 21 (S)609606
Patient Service Associate (Inpatient Operations – Ward)	<ul style="list-style-type: none"> Minimum GCE 'N' Levels with 1 year of working experience in customer service Excellent interpersonal and communication skills, able to work with all levels of staff Strong passion to serve patients Willing to work 2 rotating shifts (9am to 6pm / 11am to 8pm), including weekends and public holidays with 2 days off per week 	<ul style="list-style-type: none"> Assist in the collection of payment for discharging patients Conduct financial counselling for inpatient stay/charges Perform discharging procedures for patients Obtain follow up appointment for Inpatient patients Help in additional responsibilities as assigned by supervisors 	<ul style="list-style-type: none"> Working Hours: 2 shifts 40 hrs / week 9am to 6pm / 11am to 8pm 1 Weekday Off and 1 Weekend Off. Weekends and PH: 9am to 6pm Employment Type: Full Time

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
			<ul style="list-style-type: none"> • Job Type: Contract • Location: 1 Jurong East Street 21 (S)609606
Patient Service Associate (Specialist Outpatient Clinics)	<ul style="list-style-type: none"> • Minimum GCE O Level • Preferably 1-year experience in customer-related / front desk service • Entry level candidates are welcome to apply • Working knowledge on computers • Good interpersonal and communication skills, able to work with all levels of staff • Strong organizational skills • Strong passion to serve patients 	<ul style="list-style-type: none"> • Register patients for visits to Specialist Outpatient Clinic • Schedule appointments and assist patients to coordinate multiple appointments • Perform billing processes, including payment collection, manage cash float and encourage patients to sign up for cashless payment • Provide financial counselling, explain charges and assist patients with various finance schemes available • Assist doctor during consultation i.e. chaperone, translation, et cetera • Prepare patients for physical examination and take patient's height and weight • Support doctors in teleconsultation i.e. equipment set up, coordinate with patients, etc. 	<ul style="list-style-type: none"> • Working Hours: 42 hrs / week Staggered clinic hours. • Employment Type: Full Time • Job Type: Contract • Location: 1 Jurong East Street 21 (S)609606 <p>Earliest start time 7.30am, latest end time 7.30pm</p>
Radiography Assistant (PT)	<ul style="list-style-type: none"> • Minimum N Level • WSQ Certificate in Healthcare Support (Nursing Care) or its equivalent is preferred • Computer literate • Team player with good interpersonal and communication skill 	<ul style="list-style-type: none"> • Perform basic Patient Care activities e.g. providing instruction and assisting patients with general hygiene and personal care activities e.g. changing of patient's clothing • Assist doctors or radiographers in examination rooms e.g. transferring patients onto examination couch, act as chaperon, preparing patient for radiological procedures. 	<ul style="list-style-type: none"> • Working Hours: 5.5 days / week Non-Shift • Employment Type: Part-Time • Job Type: Contract • Location: 1 Jurong East Street 21 (S)609606

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Assist the radiographer in data entry into Worklist, Radiology Information System Perform the daily Equipment Preventive Maintenance (PM) for General X-Ray machine Comfortable with interacting with patients Administration duties Data collection Maintain the storage of request forms and assist in retrieving request forms from storage/ system 	
Security Officer	<ul style="list-style-type: none"> Minimum GCE 'N' Level with at least 3 years' relevant experience Willing to work on 2 and 3 rotating shifts including weekends and public holidays Possess valid security license registered with Police Licensing & Regulatory Department (PLRD) 	<ul style="list-style-type: none"> Check on all security-related equipment before and after shift, and during regular patrol and assist to incident location immediately and render assistance to staff Investigate any case brought to attention and interview relevant parties and alert any fire safety hazards and flag up any hazards immediately Facilitate with mortuary transfer procedures within the hospital Ad-hoc duties assigned by the Reporting Officer 	<ul style="list-style-type: none"> Working Hours: 12 hours shift, including weekends and PH. 8am to 8pm, 8pm to 8am 2 days work, 2 days off Employment Type: Full Time Job Type: Contract Location: 1 Jurong East Street 21 (S)609606
Ward Service Associate	<ul style="list-style-type: none"> Has a passion for healthcare Min GCE N level or its equivalent Experience in Food & Beverages will be an advantage. Candidates who do not have the relevant experience but have a passion for the 	<ul style="list-style-type: none"> Provide excellent customer service to the patients Serving of food and drinks to patients and clearing it once patients have finished their meals Checking food served against patient meal orders Assist in inventory management 	<ul style="list-style-type: none"> Working Hours: 5 days / week Staggered working hours: 7am - 4:30pm 10:30am - 8pm

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>healthcare industry are welcome to apply</p> <ul style="list-style-type: none"> • Possess excellent customer service with a can-do attitude • Self-motivated, independent, proactive and ability to work cohesively with fellow team members as part of a team • Basic computer literacy • Able to work on staggered working hours with rotational weekends, which includes one Saturday or Sunday a week to meet operational needs from 7am – 4.30pm from 10:30am – 8.00pm • Able to work on public holidays 	<ul style="list-style-type: none"> • Maintain a high standard of cleanliness in and around workstations and strictly abide with health/sanitation regulations • Assist nurses to meet patient's nutritional needs • Maintains levels of confidentiality and discretion of the patients. • Any other ad-hoc duties as assigned by Manager 	<ul style="list-style-type: none"> • Employment Type: Full Time • Job Type: Contract • Location: 1 Jurong East Street 21 (S)609606


#4 OCS Group (S) Facility Services

OCS Group (S) Facility Services Pte Ltd's cleaning activity has proven its expertise to become a major operator of cleaning services. Be it in office, hospital or industrial environments, OCS Group (S) Facility Services Pte Ltd's cleaning service line can provide a complete range of professional cleaning and associated services adapted to the needs of each client


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Cleaners	<ul style="list-style-type: none"> Primary Education / Speaks and understand basic English and local language 	<ul style="list-style-type: none"> Providing Cleaning Services 	<ul style="list-style-type: none"> Working Hours: 5.5 day / week 7am to 4pm / 8am to 5pm, shift duties Employment Type: Full Time Location: ESR BizPark @ Chai Chee, 750 Chai Chee Road (S)469000
Handyman	<ul style="list-style-type: none"> Secondary Education with technical background 	<ul style="list-style-type: none"> Fixing of minor issues, like changing of light bulbs. Maintenance of the building area. Able to manage various tasks on a daily basis to ensure great customer service. To run the operations smoothly. Identify and report the defects of the building. Aircon checking as well as the toilet defects. Event Set ups. 	<ul style="list-style-type: none"> Working Hours: 5.5 day / week 8am to 5pm Employment Type: Full Time Location: ESR BizPark @ Chai Chee, 750 Chai Chee Road (S)469000
Landscape Technicians / Workers	<ul style="list-style-type: none"> No experience welcome to apply 	<ul style="list-style-type: none"> Perform routine and ad hoc landscape scope of work. Maintain plants, grass cutting, tree pruning. 	<ul style="list-style-type: none"> Working Hours: 5.5 day / week 8am to 5pm

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
			<ul style="list-style-type: none"> • Employment Type: Full Time • Location: ESR BizPark @ Chai Chee, 750 Chai Chee Road (S)469000
<p>Operations Manager </p>	<ul style="list-style-type: none"> • Diploma / Degree in Mechanical, Electrical, Building Services Engineering, or Facilities Management. • Minimum 5–8 years of experience in facilities management or engineering services, with at least 3 years in a managerial or supervisory role. • Strong knowledge of building systems (ACMV, electrical, plumbing, fire protection, BMS) or building fabric management. • Proven experience in vendor/service partner management, budgeting, and operational planning. • Familiarity with CMMS, ISO standards, and statutory/mandatory maintenance requirements. • CFME certification or relevant engineering licences will be an added advantage. 	<ul style="list-style-type: none"> • Oversee the daily operations, maintenance, and performance of multiple facilities. • Lead and mentor facility managers, engineers, and technical teams to deliver top-tier service. • Manage service partners to ensure they meet safety, quality, and contractual standards. • Plan preventive and corrective maintenance programs that enhance reliability and cost efficiency. • Ensure compliance with WSH, ISO, and statutory requirements. • Build trusted relationships with clients, consultants, and key stakeholders. • Manage budgets, variation works and support new business opportunities. 	<ul style="list-style-type: none"> • Working Hours: 5 day / week 9am to 6pm • Employment Type: Full Time • Location: ESR BizPark @ Chai Chee, 750 Chai Chee Road (S)469000
<p>Pest Control Technicians / Drivers</p>	<ul style="list-style-type: none"> • NEA Lic in pest management. • PSLE and above 	<ul style="list-style-type: none"> • Pest Management, • Detect Pest, • Conduct routine checks of search and destroy, 	<ul style="list-style-type: none"> • Working Hours: 5.5 day / week

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> take necessary actions to eliminate pest, handle customer relations, work as team. 	<p>8am to 5pm</p> <ul style="list-style-type: none"> Employment Type: Full Time Location: ESR BizPark @ Chai Chee, 750 Chai Chee Road (S)469000
<p>Supervisor</p>	<ul style="list-style-type: none"> Education with relevant WSQ Cleaning Supervisory Certificates 	<ul style="list-style-type: none"> Cleaning equipment, chemicals and materials necessary for the daily cleaning operations. Able to supervise and handle a pool of cleaners. Meet up with clients and attend to their queries. Able to cover the cleaners during their absence. Other assigned duties by the Operation Managers. 	<ul style="list-style-type: none"> Working Hours: 5.5 day / week 7am to 4pm / 8am to 5pm, shift duties Employment Type: Full Time Location: ESR BizPark @ Chai Chee, 750 Chai Chee Road (S)469000
<p>Technician </p>	<ul style="list-style-type: none"> NITEC / Higher NITEC / Diploma in Electrical, Mechanical, or Building Services Engineering. Minimum 2 years of experience in facilities or building maintenance. Knowledge of building systems (electrical, mechanical, plumbing, ACMV, fire systems). Familiarity with CMMS / work order systems preferred. Class 3 driving license (advantage). 	<ul style="list-style-type: none"> Responsible for performing preventive, corrective, and breakdown maintenance of building systems and facilities to ensure safe, reliable, and efficient operations. The Technician supports the daily upkeep of M&E systems, attends to service requests, and upholds service quality standards in accordance with contractual, regulatory, and safety requirements. 	<ul style="list-style-type: none"> Working Hours: 5.5 day / week 8am to 5pm Employment Type: Full Time Location: ESR BizPark @ Chai Chee, 750 Chai Chee Road (S)469000

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Engineering license certification or CFME certifications (advantage) 		

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#5 Raffles Hotel Singapore


Raffles Hotel Singapore is one of the few remaining great 19th century hotels in the world, perfectly preserved both inside and out, giving it an intoxicating blend of luxury, history and classic colonial design. Its distinctive architecture, legendary heritage and iconic service continue to enthrall visitors where suites, social spaces, award-winning restaurants and bars are presented for discerning travellers. No visit to Singapore is complete without a stay here, where the grand historic hotel exudes old-world grandeur infused with the unique charm of the city state.

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Chef de Partie	<ul style="list-style-type: none"> • Minimum of 3 years of relevant experience in the Food & Beverage industry (hotel and free-standing restaurant) in similar position, preferably in a reputable establishment or celebrity chef restaurant. • Proficient in written and conversational English. • Good interpersonal skills with ability to communicate with all levels of colleagues. • Service oriented with an eye for details. 	<ul style="list-style-type: none"> • The Chef de Partie is responsible for the supervision of the assigned kitchen's operation to achieve and maintain the highest standards of food quality preparation and guest satisfaction. • Main responsibilities include but not limited to quality and cost control as well as learning and development of colleagues. 	<ul style="list-style-type: none"> • Working Hours: 5 day / week 44 hrs/ week • Employment Type: Full Time • Location: 1 Beach Road (S)189673
Food and Beverage Service Associate	<ul style="list-style-type: none"> • Minimum of 1 year of relevant experience in Marketing Communications / Public Relations. • Experience in hospitality industry is an advantage. • Fresh graduates are welcome. • Strong working knowledge of Microsoft Outlook and Microsoft Office. • Basic working knowledge of Adobe software. 	<ul style="list-style-type: none"> • The Food and Beverage Service Associate is responsible for delivering friendly and efficient Food and Beverage service according to hotel Standard Operating Procedures in order to meet guest dining experience expectations. 	<ul style="list-style-type: none"> • Working Hours: 5 day / week 44 hrs/ week • Employment Type: Full Time • Location: 1 Beach Road (S)189673

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Proficiency in Adobe Photoshop is an advantage. • Proficiency in simple video editing is an advantage. • Oral fluency in English and Mandarin with written excellence in English. • Ability to speak other languages and/or basic understanding of other languages is an advantage. 		
Food and Beverage Service Executive	<ul style="list-style-type: none"> • Minimum 2 years' experience in an international class restaurant. • At least 1-year relevant experience in a similar capacity an advantage. • Working knowledge of Microsoft Office. • Interpersonal skills – communicates easily/openly with integrity towards own action. • Communication skills in English spoken/written. 	<ul style="list-style-type: none"> • The Food and Beverage Service Executive supervises the team by proactive, interactive and reactive leadership, allowing each member of the team to feel confident and to completely satisfy our guests during their dining experience. • He/she assists the management in supervising the overall operation and service standards of the restaurant to meet and exceed guest's dining experience expectations. 	<ul style="list-style-type: none"> • Working Hours: 5 day / week 44 hrs/ week • Employment Type: Full Time • Location: 1 Beach Road (S)189673
Lobby Ambassador (Front Office)	<ul style="list-style-type: none"> • Minimum 1 to 3 years relevant experience. • Excellent communication and interpersonal skills. • Ascertains and addresses guest/colleague needs. • Motivates individuals and creates and maintains a cohesive team. • Focus on service with an eye for detail and an approachable attitude. 	<ul style="list-style-type: none"> • The Lobby Ambassador is responsible in managing various aspects of the Lobby operation in the delivery of the Raffles Hotel Singapore's service experience throughout the entire guest journey. 	<ul style="list-style-type: none"> • Working Hours: 5 day / week 44 hrs/ week • Employment Type: Full Time • Location: 1 Beach Road (S)189673

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Works well under pressure, analyzes and resolves problems, and exercises good judgment. • Prioritises and organises work assignments and work effectively. • Self-motivates and shows good initiative in a dynamic environment. • Ensures security and confidentiality of guest and hotel information. 		
Lobby Supervisor (Front Office)	<ul style="list-style-type: none"> • Diploma or degree from preferably hospitality or related field. • Minimum 3 years' relevant experience with at least 1 year at a supervisory level. • Excellent communication and interpersonal skills. • Supervises, trains and motivates individuals and creates and maintains a cohesive team. • Strong working knowledge of Microsoft Office and Opera Cloud. 	<ul style="list-style-type: none"> • The position is responsible in managing various aspects of the Lobby Operation at Raffles Hotel Singapore and ensures the seamless delivery of the service experience throughout the entire guest journey. • Together with the Lobby Operations management team, the Lobby Supervisor acts as the center of all communication and action during any irregular incident during a guest's stay. 	<ul style="list-style-type: none"> • Working Hours: 5 day / week 44 hrs/ week • Employment Type: Full Time • Location: 1 Beach Road (S)189673
Mixologist 	<ul style="list-style-type: none"> • At least 2 years of experience in craft cocktail programs. • At least 2 years of supervisory bar experience with similar standing or profile. • Experience with luxury hotel properties and/or Michelin rated restaurants/bars. • In-depth knowledge of classic/international 	<ul style="list-style-type: none"> • The Mixologist is one of the key pillars of the restaurant, leading the venue's personality and soul. • The Mixologist is to assist the restaurant management team, to lead, supervise the bar operation and maintain the service standards of the restaurant/bar, to meet and exceed the guest's experience. 	<ul style="list-style-type: none"> • Working Hours: 5 day / week 44 hrs/ week • Employment Type: Full Time • Location: 1 Beach Road (S)189673

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	cocktails, spirits and hospitality.		
Raffles Butler	<ul style="list-style-type: none"> • Diploma or Degree from School for Tourism and Hotel Management. • Minimum 1-year relevant experience. • Excellent communication and interpersonal skills. • Ascertains and addresses guest/colleague needs. • Focuses on service with an eye for detail and an approachable attitude. • Works well under pressure, analyses and resolves problems, exercises good judgment and with a high degree of professionalism. 	<ul style="list-style-type: none"> • The Raffles Butler is at the center of the Raffles Hotel Singapore residents' service experience. • This position encompasses a spectrum of responsibilities from pre-arrival, arrival, in-house and departure arrangements. • The Butler will strive to listen attentively, observe the little details, and personalise interactions with the aim to anticipate and be intuitive of residents' needs and wants. • An ambassador of the hotel, well-rounded in all areas of the hotel, including Rooms, Food and Beverage, Spa and other resident touched areas. 	<ul style="list-style-type: none"> • Working Hours: 5 day / week 44 hrs/ week • Employment Type: Full Time • Location: 1 Beach Road (S)189673
Raffles Service Executive / Agent (Reservations)	<ul style="list-style-type: none"> • Diploma of Degree preferably in hospitality or any related field • Knowledge of and experience of relevant software applications – spreadsheets, word processing and database management • Minimum of 2 years of relevant experience in the hotel industry • Strong interpersonal and communication skills 	<ul style="list-style-type: none"> • The Raffles Service Executive / Agent delivers friendly and professional service that meets guests' call experience expectations and is able to answer all types of enquiries. • The position offers a centralised communication service in an efficient manner supporting all departments of the Hotel and is supervising Raffles Service Agents ensuring every call meets the standards. 	<ul style="list-style-type: none"> • Working Hours: 5 day / week 44 hrs/ week • Employment Type: Full Time • Location: 1 Beach Road (S)189673
Resident Bartender	<ul style="list-style-type: none"> • Knowledge of classic/international cocktails, spirits and hospitality. • Proficient in Microsoft Office and basic POS management. • Previous relevant bar experience with similar 	<ul style="list-style-type: none"> • The Resident Bartender prepares mixes and serves drinks and beverages correctly to all guests. • He/she engages with our guests during their visit, receives and serves orders and delivers accordance to 	<ul style="list-style-type: none"> • Working Hours: 5 day / week 44 hrs/ week • Employment Type: Full Time

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>standing or profile as bartender.</p> <ul style="list-style-type: none"> • Passionate in beverage and cocktail making and knowledge of alcoholic beverages and mixing of drinks. • Ability to work with a team of diversified background and support the team accordance to Raffles Hotel Singapore policy and plan. • Highly organised with strong analytical and communication skills. 	Raffles Hotel Singapore service standards.	<ul style="list-style-type: none"> • Location: 1 Beach Road (S)189673
Security Officer	<ul style="list-style-type: none"> • Must be a registered Security Officer with Police Licensing & Regulatory Department (PLRD) and holds a valid Security License issued by PLRD. • Secondary education with WSQ Certification in Security Operations. • Certified in First Aid, CPR and AED. • Certified CERT member as per Singapore Civic Defence Force (SCDF) guidelines under High Risks Installation (HRI) Tier 1 • Minimum of 2 years of relevant experience in the hotel industry. • Ability to remain calm under duress. 	<ul style="list-style-type: none"> • The Security Officer delivers the safety and security measures that meet the requirements of the Hotel Management. 	<ul style="list-style-type: none"> • Working Hours: 5 day / week 44 hrs/ week • Employment Type: Full Time • Location: 1 Beach Road (S)189673
Senior / Facilities Technician 	<ul style="list-style-type: none"> • Nitec Certificate in Building Facilities Maintenance, Electrical / Electronics, Air conditioning servicing and/or Plumbing. 	<ul style="list-style-type: none"> • The Senior / Facilities Technician is responsible for daily engineering sections to support the hotel operations. 	<ul style="list-style-type: none"> • Working Hours: 5 day / week 44 hrs/ week • Employment Type: Full Time

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Minimum of 1 year of relevant experience. • Good working knowledge of Microsoft Office. 		<ul style="list-style-type: none"> • Location: 1 Beach Road (S)189673
Senior / Housekeeping Attendant (Rooms)	<ul style="list-style-type: none"> • Primary school education. • Good interpersonal skills with multi-cultural awareness and able to work alongside a team of colleagues from different cultures. • Service oriented with an eye for details. • Ability to work efficiently and independently under pressure in a dynamic environment. • Flexible and able to embrace and respond to change effectively. • Self-motivated and energetic. 	<ul style="list-style-type: none"> • The Housekeeping Attendant (Rooms) is responsible for the immaculate upkeep and cleanliness of all the suites and work areas in their assigned sections. 	<ul style="list-style-type: none"> • Working Hours: 5 day / week 44 hrs/ week • Employment Type: Full Time • Location: 1 Beach Road (S)189673
Spa Attendant	<ul style="list-style-type: none"> • Ability to provide legible communication. • Minimum one year experience in customer service, hospitality or the spa industry. • Good interpersonal and communication skills. 	<ul style="list-style-type: none"> • Taking guidance and instruction from the Senior Spa Attendant, the Spa Attendant is responsible for the hygiene, cleanliness and sanitisation of the spa and gym. • They are required to orientate guests with the spa facilities, greeting guests as they enter the facilities and providing personal guest service. • The Spa Attendant is also responsible for keeping the lounges, lockers and other guest areas neat, clean and well stocked with all amenities. 	<ul style="list-style-type: none"> • Working Hours: 5 day / week 44 hrs/ week • Employment Type: Full Time • Location: 1 Beach Road (S)189673
Spa Therapist	<ul style="list-style-type: none"> • Certified Spa Therapist (recognized local or 	<ul style="list-style-type: none"> • The Spa Therapist delivers exceptional, personalized spa treatments that reflect the 	<ul style="list-style-type: none"> • Working Hours:

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	international qualification) <ul style="list-style-type: none"> • Minimum 1–3 years’ experience in a luxury spa or hotel environment preferred • Excellent guest service delivery • Proficient in massage and body treatments; facial certification an advantage • Strong communication and interpersonal skills 	spa’s luxury standards, ensuring memorable guest experiences while maintaining the highest levels of professionalism, hygiene, and service excellence. <ul style="list-style-type: none"> • In addition to delivery of spa treatments, responsibility will also include retailing of homecare products, maintenance of equipment, inventory of products and treatment tools and supplies and acknowledging and responding to relevant customer queries, needs and expectations. 	5 day / week 44 hrs/ week <ul style="list-style-type: none"> • Employment Type: Full Time • Location: 1 Beach Road (S)189673

#6 WGT Group


At WGT Group, our mission is to support businesses in Singapore through thoughtful HR solutions, dependable manpower services, and well-executed event services. As a recruitment agency in Singapore, we focus on connecting the right talent with the right opportunities while ensuring operations and events are delivered with care and accountability.

Across our work as a manpower staffing agency and event services provider, we aim to create outcomes that go beyond short-term delivery. By supporting contract staffing in Singapore, workforce coordination, and event execution, we help organisations operate smoothly, adapt confidently, and build lasting partnerships that contribute to long-term growth and impact.


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Administrator (1-year contract)	<ul style="list-style-type: none"> • ITE / Diploma holder (Fresh graduates welcome). • Proficient in Microsoft Excel. • Organized, detail-oriented, and good with paperwork. • Responsible and able to follow structured processes. • Good communication skills to liaise with stakeholders. 	<ul style="list-style-type: none"> • Provide administrative support to the team functions. • Prepare and maintain documentation, reports, and standard formats. • Perform data entry, tracking, and reconciliation of records. • Assist in managing PTW (Permit-To-Work) documentation. • Coordinate and follow up with vendors. • Maintain proper filing and compliance records. • Support other ad-hoc administrative duties as assigned. 	<ul style="list-style-type: none"> • Working Hours: 5 day / week, 9am – 6pm • Employment Type: Full Time • Job Type: Contract • Location: 18 Howard Road (S)369585
Assistant / Facilities Manager 	<ul style="list-style-type: none"> • At least 3 years of experience in facilities maintenance operations is an advantage • Requires Diploma/ Degree in Engineering, Building, Real Estate, or Facilities Management. 	<ul style="list-style-type: none"> • Plan, execute, and supervise all facilities maintenance, M&E activities. • Manage and oversee building, facilities, and M&E services to ensure efficient operations. • Coordinate and supervise M&E installation and maintenance when required. • Collaborate with clients, subcontractors, and the facilities team to resolve technical issues 	<ul style="list-style-type: none"> • Working Hours: 5.5 day / week, 9am – 6pm • Employment Type: Full Time • Job Type: Contract • Location: NA

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<p>Assistant Quantity Surveyor (Electrical) </p>	<ul style="list-style-type: none"> • Candidate must possess at least a Diploma/ Advanced/ Higher/ Graduate Diploma in Quantity Survey or Mechanical/Electrical Engineering or equivalent. • Certain knowledge & experience in M&E system requirement. • Able to work under pressure and meet tight deadlines. • Able to work independently with min supervision. • Good knowledge and skill set in Microsoft Office. • Quick learner and willing to explore new skill sets/technologies. 	<ul style="list-style-type: none"> • Foster strong client relationships and ensure service standards. <p>Tender Stage:</p> <ul style="list-style-type: none"> • To keep track of all tender documents, drawing and corrigendum based on the document control process. • To verify the tender drawing/detail and prepare the tender enquiry. • To assist Superior to call for quotations, selection of qualified subcontractors/vendors and distribute the relevant tender documents. • Perform quantity take-off for tender projects based on the set timeline. • Assist with tender evaluation and preparation of tender documents for submission. • Ensure all documentary evidence and contemporary records are properly documented, filed and complied for substantiation purposes. • Able to read M&E drawings. <p>Execution Stage:</p> <ul style="list-style-type: none"> • Site verifications of variations and taking records for submissions of claims. • to assist project manager/designated staff to evaluate and certify completed work. • Assist in verifying sub-contractor’s claims • prepare and assist in monitoring the progress of claims submission and payment (this shall be under contract manager’s duty) • Monitor all order in execution and report on the balance amount. 	<ul style="list-style-type: none"> • Working Hours: 5 day / week, 8.30am – 5.30pm • Employment Type: Full Time • Job Type: Contract • Location: NA


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<p>AV Technician</p> 	<ul style="list-style-type: none"> • Candidate must possess at least a Nitec / Higher Nitec qualification or Diploma in Electrical / Communication or electronics engineering field. • At least 4 year(s) of working experience in the related field is needed. • Good communication and written skills. • Good exposure in large scale events, Hotel or Exhibition experience. 	<ul style="list-style-type: none"> • Set- up of PA / AV / VC systems and equipment. • Service, troubleshooting and maintenance of the systems and equipment. • Prepare and schedule time for events. • Participate in the set up and ensure the smooth operations of events. • Ensure safety and compliance in AV storage area. • Coordinate with contractor to repair the system if required. • To carry out routine checks on AV and VC systems and equipment to ensure they are in working condition. • Priority checks for Auditorium and meeting rooms or when major events are held at. • Attending to requests/ queries, feedback and complaints pertaining to AV and VC systems and equipment. • Providing technical advice, operational support for audio visual requirements. • Responding to complaints, faults if any reported or detected during routine servicing and maintenance. • To investigate the cause of the faults, to make recommendations for the repair required and promptly rectify them. • Liaising with event organizers on logistics support and event set up requirements. • To also assist in general maintenance of the building. • Training can be provided. 	<ul style="list-style-type: none"> • Working Hours: 5.5 day / week, 8.30am – 5.30pm • Employment Type: Full Time • Job Type: Permanent • Location: 18 Howard Road (S)369585


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<p>Electrical Appliance Sales Promoter (Retail)</p>	<ul style="list-style-type: none"> • At least 6 months of experience in sales or promotions, ideally in Home Appliances or Air Conditioning. • Commitment to a 6-day work week, including weekends and public holidays. • Working hours 1pm – 9pm (Break available). • Excellent interpersonal and communication skills with a friendly, approachable demeanor. • Self-driven, proactive, and adaptable to fast-paced environments. • Well-groomed and professional, commission driven. • Sign on bonus. 	<ul style="list-style-type: none"> • Actively engage customers, introduce products, and create a positive brand experience. • Conduct interactive product demonstrations and communicate key benefits effectively. • Identify customer needs and recommend tailored solutions for exceptional service. • Maintain attractive product displays to maximize customer interest. • Achieve sales targets using effective strategies and a customer-first approach. • Track daily sales, manage inventory, and report on competitor activities. • Address customer inquiries and feedback professionally and promptly. 	<ul style="list-style-type: none"> • Working Hours: 6 day / week, 1pm – 9pm • Employment Type: Full Time • Location: 18 Howard Road (S)369585
<p>Facilities Coordinator</p>	<ul style="list-style-type: none"> • N’ Level and above. • At least 1 year of experience in office reception, concierge, or administrative support roles. • Professional attitude with a friendly personality and strong interpersonal skills. • Proficiency in Microsoft Office Suite. • Excellent communication skills, both written and verbal. • Willingness and ability to travel between different office locations as scheduled. 	<p>Facilities Management:</p> <ul style="list-style-type: none"> • Oversee daily operations and maintenance of multiple office locations, ensuring all facilities are in optimal working condition. • Manage vendor relationships and coordinate services, including cleaning, security, and general maintenance. • Serve as the main liaison for all facility-related matters, ensuring prompt resolution of any issues. • Liaise with external stakeholders as necessary. • Assist in general administrative duties and assist with ad-hoc tasks, urgent work, and special projects. <p>Receptionist Duties:</p>	<ul style="list-style-type: none"> • Working Hours: 5 day / week, 8am – 5pm • Location: NA


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Greet and welcome guests, visitors, and staff in a professional and friendly manner. • Answer incoming phone calls and direct them to the appropriate person or department. • Handle guest inquiries and provide accurate information about the company, services, and office policies. • Maintain an organized reception area to ensure a professional and inviting first impression. • Manage meeting room schedules and ensure rooms are set up and ready for meetings. • Handle courier deliveries and distribution of mail and parcels. 	
<p>Facilities Maintenance Supervisor </p>	<ul style="list-style-type: none"> • Minimum Higher Nitec in Mechanical/ Electrical Engineering or Building Services and above. Diploma / Degree in any FM related qualifications. • Minimum 4 years of relevant working experience in the FM industry. • Good technical knowledge in building maintenance, M&E systems (Electrical, ACMV, Chiller, Fire Protection etc.). • Good team player and effective communication skills. • Proficient Microsoft Office Application. 	<ul style="list-style-type: none"> • To supervise and coordinate facilities maintenance activities for preventive and corrective maintenance works. • To manage a team of technicians and technical officers for smooth M&E work operations. • Liaise, supervise and coordinate with sub-contractors and vendors on projects, maintenance, repair, shut down and overhaul works. • Ensure maintenance or repair works are carried out timely and effectively. • To conduct regular inspections of the building premises, systems and any equipment. 	<ul style="list-style-type: none"> • Working Hours: 5.5 day / week, 9am – 6pm • Employment Type: Full Time • Job Type: Contract • Location: NA



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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Assist in preparing and submission of costing and quotations if required. To attend and respond to users' requests and feedback on any fault issues and following up with resolution with the team. Perform routine inspection on electrical facilities and services. Attending work orders maintenance of the properties and maintains a proper maintenance checklist. To assist the safety team with risk assessments in accordance with Workplace Safety and Health policies and practices. 	
<p>Facilities Operations Manager </p>	<ul style="list-style-type: none"> Minimum Diploma in Engineering / Building / Facilities / Estate Management or any relevant disciplines. Candidates with good relevant experience with diploma education can apply too. Minimum 3 years in similar position with relevant working experience in handling Government properties or statutory Board, preferred. To have relevant FM / IFM experience in soft /hard services. Proven track records of IFM contracts management experience. Fire Safety Manager, Project Manager Certification of 	<ul style="list-style-type: none"> Oversee the management of all technical personnel, specialists, including direct vendors in all the disciplines within the contractual work scope. Responsible for planning and implementing preventive maintenance programme for all services and ensuring proper contracts, administration and management. Involve with M&E services maintenance and oversee soft services FM with AFM/ FM. Ensure that all operational issues and emergencies are attended promptly and rectified with minimal inconvenience and disruption. Ensure all work is carried out in accordance with the schedule planned. Conduct general inspection to identify services for 	<ul style="list-style-type: none"> Working Hours: 5.5 day / week, 8.30am – 6pm Employment Type: Full Time Job Type: Permanent Location: 18 Howard Road (S)369585


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>Greenmark Manager will be an added advantage.</p> <ul style="list-style-type: none"> • Possess analytical and organizational skills with the ability to work independently and willing to go extra mile to reach challenging goals within very tight timelines. • Good communication skills in both verbal and written. • Proficiency in MS Office and email. • Ability to work under pressure in a complex environment. • Good Leadership ability 	<p>rectification and oversee team's performance in accordance with contractual work scope and timeline of completion.</p> <ul style="list-style-type: none"> • Monitor and track all project work and their progress status. • Monitoring of KPIs to ensure compliance with performance framework. • Ensures effective communication within the team and with internal/ external stakeholders to achieve their assigned KPIs. • Monitor Non-compliance letters and liaise with Contracts Dept for response. • Ensure all personnel in the project obtained clearance, including Vendors / Sub-cons and technicians. • Familiar with Workplace Health and Safety Act and be able to provide advice on Health & Safety matters. • Conduct regular audits to ensure safety procedures on site are in place and working with safety team. 	
<p>Junior Engineer (2 years contract) </p>	<ul style="list-style-type: none"> • Diploma or Degree in IT, Electrical Engineering, Mechanical Engineering, or related field. • At least 1 year of relevant working experience in facilities, engineering, or technical support. • Ability to quickly identify and resolve technical issues under pressure. 	<ul style="list-style-type: none"> • Support daily facilities and building operations. • Handle basic troubleshooting, cabling and maintenance coordination. • Installing hardware, critical infrastructure, troubleshooting technical issues, ensuring 24/7, 365 days uptime, managing cabling, and adhering to strict safety/security protocols. • Ensuring uptime of Uninterruptible Power Supplies (UPS), cooling 	<ul style="list-style-type: none"> • Working Hours: 5 day / week, 9am – 6pm • Employment Type: Full Time • Job Type: Contract • Location: 18 Howard Road (S)369585

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Knowledge of UPS, fire protection systems, or ACMV is an advantage. • Basic engineering knowledge is sufficient (training will be provided). • Interest in Facilities Management. Responsible, willing to learn, and proactive attitude. • Good communication skills to liaise with vendors and internal stakeholders. 	<ul style="list-style-type: none"> • systems, and environmental monitoring systems. • Coordinating with the vendors, clients, and internal teams to resolve issues. • Ensure preventive maintenance schedules are followed. • Assist in reporting, documentation, and compliance records. 	
<p>Lift Technician / Engineer </p>	<ul style="list-style-type: none"> • 2 years of experience as a Lift Technician • Candidate must possess at least a Professional Certificate/Nitec, Diploma, • Advanced/ Higher/ Graduate Diploma, Bachelor's Degree, Post Graduate Diploma, • Professional Degree, any field 	<ul style="list-style-type: none"> • Conduct routine maintenance and inspections of lift and escalators systems to ensure they are in good working condition • Diagnose and repair any mechanical or electrical issues with the systems • Test all safety features and emergency systems to ensure they are working properly • Install, replace or upgrade various components and parts of lift and escalators systems such as control systems, motors, and cables • Keep accurate records of maintenance and repair work done on each system • Troubleshoot and identify the root cause of any issues with the systems and provide recommendations for solutions • Work with other professionals such as engineers to ensure compliance with regulations and safety standards 	<ul style="list-style-type: none"> • Working Hours: 5.5 day / week, 9am – 6pm • Employment Type: Full Time • Job Type: Contract • Location: NA
<p>M&E Technician </p>	<ul style="list-style-type: none"> • Min 2 years' experience in Facilities 	<ul style="list-style-type: none"> • Perform servicing and maintenance (preventive, 	<ul style="list-style-type: none"> • Working Hours:


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	Maintenance or an Engineering <ul style="list-style-type: none"> Min NTC/ ITE/ NITEC/ HIGHER NITEC/ VOCATIONAL CERTIFICATE in Mechanical / Air-Con / Electrical / Building / Facility Management or maintenance. 	breakdown, and corrective) on Electrical, Aircon, Mechanical and Building Systems. <ul style="list-style-type: none"> Perform facility and building maintenance operations by troubleshooting and repairing mechanical and electrical systems. Conduct regular checks on M&E systems to ensure smooth operation. Record or inform the supervisor of any faults or issues during routine checks. Attend defects and customer complaints promptly. Respond efficiently to fault reports, client requests, or breakdowns. Able to perform any ad hoc duties assigned 	5.5 day / week, 9am – 6pm <ul style="list-style-type: none"> Employment Type: Full Time Job Type: Contract Location: NA
Mechanical Technical Officer 	<ul style="list-style-type: none"> NITEC or Diploma in Mechanical Engineering 3 years and above in ACMV Facilities 	<ul style="list-style-type: none"> Lead technicians for rectification works Liaising and managing external vendors and contractors Carrying out maintenance, repairing and servicing tasks on ACMV system including BMS, chilled water system, FCU, AHU and mechanical ventilation system To carry out preventive / breakdown and corrective maintenance Attend to defects and requests promptly Ensuring safety while carrying out of maintenance work Preparing of technical reports on breakdown and proposals Review and tracking of work progress Able to understand engineering drawings and 	<ul style="list-style-type: none"> Working Hours: 5.5 day / week, 9am – 6pm Employment Type: Full Time Job Type: Contract Location: NA


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		basic engineering code of practice <ul style="list-style-type: none"> • Coordinate safety management systems on-site • Prepare and create detail work schedule, manpower and resource planning • Able to understand engineering drawings and basic engineering calculation and code of practice • Coordinate safety management system on site • All other ad-hoc tasks as assigned by reporting engineer 	
Operations Specialist (Floater) (PT)	<ul style="list-style-type: none"> • Able to multi-task. • Comfortable juggling multiple projects and priorities. • Proactive, detail-oriented, and able to work independently in a fast-paced environment. 	<p>Process Management & Optimization:</p> <ul style="list-style-type: none"> • Manage and monitor daily operational processes to ensure efficiency and productivity. • Identify bottlenecks and areas for improvement in existing workflows. • Develop, document, and implement Standard Operating Procedures (SOPs). <p>Customer & Vendor Relations:</p> <ul style="list-style-type: none"> • Serve as a point of contact for operational inquiries from internal team and external clients. • Liaise with vendors or clients to manage performance and ensure service level agreements are met. • Resolve operational issues and client’s complaints in a timely and effective manner. <p>Compliance & Quality Assurance:</p> <ul style="list-style-type: none"> • Ensure all operations adhere to local laws and regulations in Singapore (e.g., PDPA for data protection, MOM 	<ul style="list-style-type: none"> • Working Hours: 5 day / week, 9am – 6pm • Employment Type: Part-Time • Location: 18 Howard Road (S)369585


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>guidelines for employment, etc.).</p> <ul style="list-style-type: none"> Implement and maintain quality control checks to uphold company standards. <p>Cross-functional Support:</p> <ul style="list-style-type: none"> Assist in the onboarding and training of new team members on operational processes. Manage the end-to-end candidate onboarding process for successful placements. Prepare employment contracts, advisory letters, and other relevant documentation. Process and track candidate timesheets (for contract roles) and manage payroll submission. 	
<p>Property/ Facility Executive </p>	<ul style="list-style-type: none"> Minimum Higher Nitec in Mechanical/ Electrical Engineering or Building Services and above. Diploma / Degree in any FM related qualifications. Minimum 4 years of relevant working experience in the FM industry. Good technical knowledge in building maintenance, M&E systems (Electrical, ACMV, Chiller, Fire Protection etc.). Good team player and effective communication skills. Proficient Microsoft Office Application. 	<ul style="list-style-type: none"> To supervise and coordinate facilities maintenance activities for preventive and corrective maintenance works. To manage a team of technicians and technical officers for smooth M&E work operations. Liaise, supervise and coordinate with sub-contractors and vendors on projects, maintenance, repair, shut down and overhaul works. Ensure maintenance or repair works are carried out timely and effectively. To conduct regular inspections of the building premises, systems and any equipment. Assist in preparing and submission of costing and quotations if required. 	<ul style="list-style-type: none"> Working Hours: 5.5 day / week, 9am – 6pm Location: NA

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> To attend and respond to users' requests and feedback on any fault issues and following up with resolution with the team. Perform routine inspection on electrical facilities and services. Attending work orders maintenance of the properties and maintains a proper maintenance checklist. To assist the safety team with risk assessments in accordance to Workplace Safety and Health policies and practices. 	
<p>Senior Fire Safety Manager </p>	<ul style="list-style-type: none"> Diploma/Degree in any Engineering discipline/ Building/ Safety & Health/ Environment related or any equivalent. Registered Senior Fire Safety Manager. At least 3 years of Fire Safety Manager. Certified Fire Safety Manager and 3 years of working experience as appointed FSM. Good knowledge in emergency preparedness, mitigation and response Good team player and good communication skills. Candidates need to possess Senior Fire Safety Manager certificate. 	<ul style="list-style-type: none"> Responsible for Fire Safety for the building premises. Plan, coordinate and oversee activities related to fire-safety, emergency response, first-aid and business continuity. To provide fire safety reports, incident reports for fire incidents or related emergencies for the buildings. Reviewing, monitoring, and putting in place measures to reduce any risky fire hazards for the premises. Prepare and submit reports to the Client / Authority on fire or other related matters when requested. To observe and to comply with the prevailing and regulations relating to Fire Safety Act. Together with the client, to conduct fire safety training for staff. To carry out regular building inspection, to ensure any non-compliance of fire safety is 	<ul style="list-style-type: none"> Working Hours: 5.5 day / week, 9am – 6pm Employment Type: Full Time Job Type: Contract Location: NA

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>addressed and rectified. Investigate, analyse, report and suggest appropriate prevention measures in the event of incidents/accidents occurred on site.</p> <ul style="list-style-type: none"> • Prepare and conduct routine inspections at the various premises at client sites in compliance to WSH/EHS related acts. • Conduct safety-related training and briefing for clients, sub-contractors and staff. • Audit equipment, machineries and assets regularly to ensure that they are in good working condition and equipped with safety protection. • Assess and analyze potential risks and make recommendations when new/second-hand equipment and machineries are purchased for use. • Ensure that risk assessments for all work activities are conducted and briefed and propose recommendations and review them when necessary. • Advising the Facilities Management Team on Fire safety related matters. • Assist in any other Senior Fire Safety Manager job duties as per assigned. 	
<p>Senior Quantity Surveyor (Civil & Structural) </p>	<ul style="list-style-type: none"> • Degree in Building Construction or Quantity Surveying or equivalent • Minimum 7 years working experience in either a construction firm or a quantity 	<ul style="list-style-type: none"> • Source and procure sub-contractors and suppliers and collate prices for comparison. • Review and understand all specifications and drawings. • Preparation of cost loading. • Meeting and negotiation with upstream and downstream 	<ul style="list-style-type: none"> • Working Hours: 5.5 day / week, 9am – 6pm • Employment Type: Full Time

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>surveying firm with good knowledge in procurement, quantity surveying and SOP Act.</p> <ul style="list-style-type: none"> • Good understanding of LTA MRT Works and Design and Build Projects. • A team player with good interpersonal and communication skills, able to interact with people from all levels • Possess good negotiation and coordination skills • Possess high level of integrity, pleasant personality, initiative and proactive, meticulous and analytical coupled with excellent problem-solving skills. • Hands-on, good at multitasking, able to meet tight deadlines and work independently with minimum supervision. • To be stationed at site office. 	<p>with regard to quantities/unit rates/schedule of rates, payment claim, specification/drawings, scope of works/responsibility matrix, variations, as necessary.</p> <ul style="list-style-type: none"> • Prepare upstream payment claims and downstream payment responses • Correspondence with upstream and downstream pertaining to contractual and cost related issues • Sub-contract award and documentation • Filing of variations / evaluate & monitor project variations • Perform value engineering and cost control in tandem with the design development • Undertake other ad-hoc duties and assignments, as and when necessary 	<ul style="list-style-type: none"> • Job Type: Contract • Location: NA
<p>Senior Workplace cum Facility Coordinator</p>	<ul style="list-style-type: none"> • Diploma or Higher NITEC with at least 2 years of experience in customer service, reception, workplace services, or office operations. • Experience supervising or leading a small team, including managing staff schedules and daily task allocation. • Strong organizational and coordination skills 	<ul style="list-style-type: none"> • Supervise and guide a team of 2–3 Workplace cum Facility Coordinator, ensuring service standards and operational procedures are consistently met. • Plan and manage team schedules and duty rosters to ensure adequate front-of-house coverage and smooth daily operations. • Provide daily guidance, task allocation, and on-the-job support to team members. 	<ul style="list-style-type: none"> • Working Hours: 5 day / week, 8.30am – 6pm • Employment Type: Full Time • Job Type: Contract • Location: 18 Howard Road (S)369585


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>with the ability to manage multiple operational priorities.</p> <ul style="list-style-type: none"> • Service-oriented with strong interpersonal and communication skills. • Proficient in Microsoft Office applications. • Experience using facilities management or ticketing systems (e.g., Corrigo) is an advantage. 	<ul style="list-style-type: none"> • Monitor team performance and provide coaching to maintain high standards of customer service. • Lead or participate in weekly and monthly operations meetings, providing updates on workplace services and operational matters. • Oversee daily workplace inspections to identify maintenance, safety, or cleanliness issues and ensure they are reported and resolved promptly. • Act as the key liaison between employees, vendors, and the Facilities Management team for operational requests. • Utilise Corrigo to track service requests, monitor maintenance activities, and ensure accurate cost tracking and vendor payment processing. • Oversee pantry/bistro management including beverages, water dispensers, cups, and cutlery. • Ensure meeting rooms and shared spaces are properly arranged and well maintained. • Coordinate with housekeeping and service vendors to maintain workplace hygiene and service standards. • Oversee visitor management processes to ensure guests are welcomed and registered professionally while maintaining building security protocols. • Ensure front-of-house operations run smoothly, 	


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		including visitor registration, meeting room coordination, and mail handling. <ul style="list-style-type: none"> Assist with coordination of office events, internal meetings, or employee engagement activities. Identify opportunities to enhance workplace services and improve employee and visitor experience. 	
Service Crew (Karaoke Night Shift)	<ul style="list-style-type: none"> Prior F&B or customer service experience is an advantage. Able to work day or night shifts, including weekends and public holidays. Good communication skills and a positive, service-oriented attitude. A team player who is responsible, punctual and willing to learn. 	<ul style="list-style-type: none"> Provide friendly, courteous and professional customer service. Greet customers warmly and assist with menu options and enquiries. Take orders accurately and communicate clearly with kitchen staff. Input orders into the POS system promptly and correctly. Prepare bills, handle payments and process transactions accurately. Maintain a clean, safe and hygienic working environment according to SFA standards. Keep the dining area, tables and outlet clean and orderly. Work independently and deliver quality work with minimal supervision. Maintain neat grooming and a professional appearance. Perform any other duties as assigned by supervisors. 	<ul style="list-style-type: none"> Working Hours: 6 day / week, 6.30pm – 3.30am Employment Type: Full Time Location: 18 Howard Road (S)369585
Technical Executive (2 years contract) 	<ul style="list-style-type: none"> Diploma/Degree in Mechanical or Electrical Engineering. At least 2 years of relevant facilities/ engineering experience preferred. 	<ul style="list-style-type: none"> Support daily facilities and building technical operations across 2 assigned sites. Coordinate and manage vendors for preventive and corrective maintenance. Installing hardware, troubleshooting technical 	<ul style="list-style-type: none"> Working Hours: 5 day / week, 9am – 6pm Employment Type: Full Time

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Experience with server hardware, operating systems (Linux/Windows), and network cabling. • Good technical knowledge of building systems (M&E), strong technical knowledge in UPS systems. • Ability to quickly identify and resolve technical issues. • Coordinating with vendors, clients, and internal teams to resolve issues. • Able to manage vendors and technicians independently. • Strong sense of responsibility and reliability (good attendance record). • Positive attitude and team player. • Able to work across two assigned locations 	<ul style="list-style-type: none"> issues, ensuring 24/7 uptime, managing cabling, and adhering to strict safety/security protocols. • Monitoring system performance (Including temperature, power, network connectivity) to prevent downtime and responding to alerts. • Ensuring uptime of Uninterruptible Power Supplies (UPS), cooling systems, and environmental monitoring systems. • Maintaining accurate inventory records of hardware, spare parts, and decommissioned equipment. • Monitor service performance and compliance standards. • Prepare basic reports and documentation. • Support site audits and operational requirements 	<ul style="list-style-type: none"> • Job Type: Contract • Location: 18 Howard Road (S)369585
<p>Technical Manager (3 years contract) </p>	<ul style="list-style-type: none"> • Diploma or Degree in Engineering (Mechanical / Electrical / Building Services or related). • Able to server hardware, operating systems (Linux/Windows), and network cabling. • 3-5 years' experience in data center operations, facilities management, electrical, UPS or ACMV systems. • Experience working in data center environments or critical facilities is plus. 	<ul style="list-style-type: none"> • Oversee daily technical and facilities operations. • Maintaining, monitoring, and repairing critical infrastructure, including servers, networking equipment, electrical equipment and facility systems (power/cooling). • Installing hardware, troubleshooting technical issues, ensuring 24/7 uptime, managing cabling, and adhering to strict safety/security protocols. • Monitoring system performance (temperature, power, network connectivity) 	<ul style="list-style-type: none"> • Working Hours: 5 day / week, 9am – 6pm • Employment Type: Full Time • Job Type: Contract • Location: 18 Howard Road (S)369585

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Good communication skills and Problem-solving ability. • Able to manage vendors and resolve issues independently. • Leadership skills with experience supervising technicians. • Good attitude, responsible, and service oriented. 	<ul style="list-style-type: none"> to prevent downtime and responding to alerts. • Ensuring uptime of Uninterruptible Power Supplies (UPS), cooling systems, and environmental monitoring systems. • Provide technical guidance and training to team members. • Manage preventive and corrective maintenance programs, managing physical access to the facility and ensuring compliance with operational standards (e.g., SOPs, MOPs). • Coordinate with vendors and contractors for maintenance and technical support. • Prepare and present technical reports to management. • Support regional collaboration, including occasional engagement with external stakeholders. 	
<p>Tender Manager </p>	<ul style="list-style-type: none"> • Technical Know-how: Preferably experience with HT, LV, and ELV systems, plus knowledge of ACMV and fire protection systems. • Project Experience: Experience with large scale projects is a plus. • Microsoft Skills: Proficient in Microsoft Word, Excel, and PowerPoint for making professional presentations. • Communication Skills: Confident and articulate in tender interviews with clear and 	<ul style="list-style-type: none"> • Tender Management: Reviewing RFQs/ opportunities, clarifying details, and raising queries to clients/consultants if needed. • Risk & Cost Management: Preparing Risk Management checklists, tender cost summaries, and getting approval for margins and win-price strategies. • Site & Scope Understanding: Attending site rounds, preparing meeting minutes, and defining tender scope clearly. • Tender Leadership: Leading tenders for mechanical, electrical, and ELV systems, ensuring tech compliance, risk 	<ul style="list-style-type: none"> • Working Hours: 5 day / week, 9am – 6pm • Employment Type: Full Time • Location: 18 Howard Road (S)369585

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>persuasive communication.</p>	<p>mitigation, and on-time submission.</p> <ul style="list-style-type: none"> • Project Setup: Working with project teams on manpower planning and project setup during tender stage. • Reporting & Handover: Preparing weekly tender reports, supporting management in presentations, and ensuring smooth handover post-award. 	
<p>Workplace Ambassador</p>	<ul style="list-style-type: none"> • 2-years’ experience in Hospitality and/or Tourism sector or related professional area (Preferably experience in airlines and hotel industry). • Prior experience in managing meeting room services is an advantage. • Diploma from an accredited institute. • Proficiency with Microsoft Word, Excel and PowerPoint. • Good command of verbal and written English. • Proactive mindset and ability to manage C-suite and VVIP personnel. • Ability to meet tight schedules and deliver high quality of work. • High level of communication and interpersonal skills. • Good Grooming throughout the day to ensure professionalism. 	<p>Site Operations</p> <ul style="list-style-type: none"> • Conduct daily checks of Front-of-House areas (Working Café, meeting rooms, phone booths) to ensure spaces are clean, organized, and ready for use. • Maintain digital noticeboards and support workplace communications. • Assist with meeting room bookings and promote efficient space utilization. • Support workplace operations and special requests, including F&B arrangements for leadership and VIP guests. <p>Customer Experience</p> <ul style="list-style-type: none"> • Deliver excellent customer service and respond to inquiries, requests, and feedback. • Create a welcoming and positive workplace environment. • Host VIP and VVIP guests with high hospitality standards. <p>Visitor & Concierge Services</p> <ul style="list-style-type: none"> • Manage visitor registration and ensure compliance with Visitor Management Systems. • Coordinate transportation requests, welcome packs, and F&B for meetings. 	<ul style="list-style-type: none"> • Working Hours: 5 day / week, 8am – 5pm • Employment Type: Full Time • Location: 18 Howard Road (S)369585

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>Mail & Logistics</p> <ul style="list-style-type: none"> Receive, sort, and distribute incoming mail and parcels. Arrange courier services and manage outgoing deliveries. <p>Event Support</p> <ul style="list-style-type: none"> Assist in planning and coordinating workplace events. Manage event registrations and ensure spaces are restored after events. <p>Additional Duties</p> <ul style="list-style-type: none"> Support workplace initiatives and tasks assigned by the Community Lead. 	
<p>Workplace cum Facility Coordinator</p>	<ul style="list-style-type: none"> Higher NITEC or Diploma with minimum 1 year of proven experience in hospitality, customer service or office operations role. Service-oriented with a professional and proactive approach when supporting employees and visitors. Strong interpersonal and communication skills. Able to work independently and manage multiple requests in a dynamic office environment. Basic proficiency in Microsoft Office applications (Outlook, Word, Excel). Experience using facilities management or ticketing systems such as Corrigo is an advantage. 	<ul style="list-style-type: none"> Conduct daily facility inspections to proactively identify maintenance, safety, or cleanliness issues and report to the Facility Management team. Act as a liaison between staff and Facility Management team, efficiently communicating and coordinating facility-related requests and issues. Utilise Corrigo to log service requests, track maintenance activities, and ensure accurate cost tracking and vendor payment processing. Management of bistro machine and supplies: Coffee Machine, Water dispenser, Cups & cutleries. Maintain inventory of office and pantry supplies and coordinate replenishment when required. Work closely with housekeeping to ensure proper workplace hygiene is observed. 	<ul style="list-style-type: none"> Working Hours: 5 day / week, 8.30am – 6pm Employment Type: Full Time Job Type: Contract Location: 18 Howard Road (S)369585

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Ensure meeting rooms are neatly arranged, whiteboard clean, markers are available and with ink. • Monitor and follow up on maintenance or service issues to ensure timely resolution. • Attend weekly and monthly operations or facilities meetings to provide updates on workplace issues, services requests and improvement initiatives. • Manage guest and visitor experience by welcoming and registering visitors professionally while adhering to building security protocols. • Serve as the first point of contact for employees, visitors and vendors, providing assistance when required. • Assist with office events, internal meetings or staff engagement activities when required. 	

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e2i Services

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