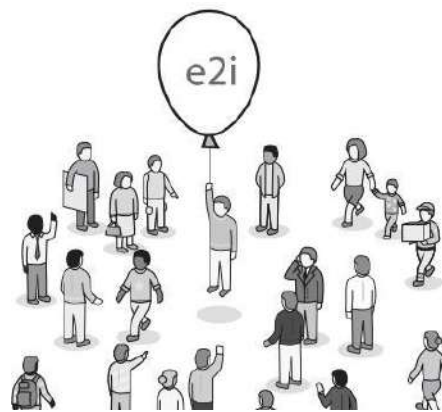


# Emerging Skills, Emerging Job

## 18<sup>th</sup> April 2026

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



# Participating Companies





[Click on the specific role to view more details]

<b>#1 AcePLP</b> .....	<b>7</b>
• BIM/CAD Engineer  .....	7
• Senior BIM/CAD Engineer  .....	7
• Technical Specialist  .....	8
<b>#2 AETOS HOLDINGS</b> .....	<b>8</b>
• Auxiliary Police Officers (Armed) .....	8
• Auxiliary Police Officers (Enforcement) (Unarmed) .....	9
• Auxiliary Police Outrider .....	9
• Security Officer / Senior Security Officer (Unarmed) .....	9
<b>#3 Bok Seng Logistics</b> .....	<b>10</b>
• Creative Specialist .....	10
• Lorry Crane Driver .....	11
• Mobile Crane Operator .....	11
• Prime Mover Driver .....	12
• Project Sales Executive .....	12
• Warehouse Assistant .....	13
<b>#4 CBM</b> .....	<b>13</b>
• Account Manager (Facilities Management)  .....	14
• Accounts Executive  .....	15
• Area Manager  .....	15
• Assistant Projects Manager  .....	16
• Assistant Building Manager  .....	18
• Assistant Business Development Executive  .....	19
• Assistant Business Development Manager  .....	20
• Assistant Business Development Manager (Facilities)  .....	21
• Assistant Contract Executive  .....	23
• Assistant Engineer  .....	24
• Assistant Head  .....	24
• Assistant Projects Manager  .....	25




Legend:  – PMET Roles

- Assistant Projects Manager  ..... 26
- Assistant Quantity Surveyor  ..... 27
- Assistant Sustainability Consultant  ..... 28
- Assistant Technical Executive  ..... 28
- Building Inspector  ..... 30
- Building Manager  ..... 32
- Carpark Attendant..... 32
- Class 4 Driver..... 33
- Cleaner ..... 33
- Complex Manager / Condominium Manager  ..... 33
- Customer Service Officer ..... 36
- Drafter  ..... 37
- Electrical Engineer  ..... 37
- Facilities Engineer  ..... 38
- Facilities Manager (IoT, Digital Solutions)  ..... 39
- Field Engineer  ..... 40
- Housekeeper/ Room Attendant..... 41
- Instrumentation & Control Engineer  ..... 41
- Laundry Attendant ..... 42
- Maintenance Officer  ..... 42
- Operation Executive  ..... 43
- Operation Manager  ..... 44
- Projects Executive  ..... 44
- Projects Manager  ..... 45
- Property Executive  ..... 46
- Property Officer (ENG)  ..... 46
- Property Officer (IFS)  ..... 47
- Security Officer (SO/SSO)..... 48
- Senior Operations Manager (Facilities)  ..... 48
- Senior Property Manager  ..... 49
- Software Engineer  ..... 50
- System Engineer  ..... 51
- Technical Executive  ..... 51

- Technical Officer  ..... 53
- Technician  ..... 54
- #5 EM Services ..... 55**
- Contract Officer / Manager ..... 55
- Customer Relations Assistant ..... 56
- Customer Service Officer ..... 56
- Finance & Admin Manager ..... 57
- Internal Audit Assistant Manager - Construction Related Audits ..... 57
- Internal Audit Manager / Senior Manager (Business Audits) ..... 59
- Project Executive (Civil Structural) ..... 60
- Project Manager (Civil Structural) ..... 61
- Project Manager (Engineering) ..... 61
- Property Manager ..... 62
- Property Officer ..... 63
- Public Relations Manager / Executive ..... 63
- Senior Finance Admin Assistant ..... 64
- #6 Exceltec Property Management ..... 64**
- Accounts Officer / Executive (MCST) ..... 65
- Administrative Assistant/ Officer (MCST) ..... 65
- Administrative Executive (IFM) ..... 66
- Assistant Facilities Manager (IFM – Multi-Site) ..... 67
- Assistant Operation Manager - Environmental Cleaning Services ..... 68
- Assistant Quantity Surveyor ..... 71
- AV & Event Manager ..... 72
- Cleaning Crew ..... 75
- Cleaning Supervisor ..... 76
- Condominium / Building / Complex Manager (MCST) ..... 76
- Facilities & Front Desk Coordinator ..... 77
- Facilities Helpdesk Coordinator (PT) ..... 78
- Facilities Helpdesk Coordinator (8 hrs shift) ..... 80
- Facilities Management Executive ..... 81
- Facilities Manager (SFSM) ..... 83
- Facilities Officer ..... 85


- General Cleaner (SG Enable) ..... 86
- Infrastructure End Point Specialist..... 87
- Junior AV & Event Technical Officer ..... 89
- MCST Admin & Account (Jnr) ..... 90
- Operation Executive (Jnr) - Environmental Cleaning Services ..... 90
- Property Executive (MCST) ..... 93
- Property Officer (MCST)..... 94
- Quantity Surveyor ..... 95
- Senior Facilities Manager (IFM) ..... 96
- Software Engineer (IoT) ..... 97
- System Administrator ..... 98
- Team Manager (MCST) ..... 99
- Technician (Roving Supervisor - FM)..... 101
- Technology & Innovation Executive..... 103
- Workplace Safety & Health Officer (WSHO) ..... 103
- #7 Hiap Heng Heavy Equipment..... 105**
- Mobile Crane Operator ..... 105
- Lorry Crane Operator ..... 105
- #8 KIM YEW INTEGRATED..... 106**
- Admin or Customer Service Executive (Support team)..... 106
- Facilities Manager / Assistant Facilities Manager ..... 106
- Facilities Technician (Aircon , Electrical, Plumbing and Sanitary ) ..... 107
- M&E Engineer ..... 107
- M&E Supervisor / Technical Officer ..... 108
- Project Manager (Facilities Maintenance) ..... 109
- Property Executive / Technical Executive ..... 110
- Quantity Surveyor ..... 111
- #9 Pixlr ..... 112**
- Gen AI Business Development Manager/ ..... 112
- Executive  ..... 112
- Gen AI Business Operations Manager/ Executive  ..... 113
- Gen AI Training Manager / Trainer  ..... 114
- Gen AI Transformation Consultant  ..... 115

Legend:  – PMET Roles


- Gen AI Business Development Intern ..... 116
- #10 RAINBOW DRONE SERVICES ..... 118**
- Façade Inspection Pilot ..... 118
- Façade Cleaning Pilot ..... 118
- Spotter/ Operation Assistant ..... 119
- #11 SQ 1 Development ..... 119**
- Multi-skilled cleaner / Machines Operator ..... 120
- Office and Commercial Cleaners (General / Indoor Cleaner) ..... 120
- Outdoor Cleaner ..... 120
- Pantry lady / Tea lady..... 120
- Restroom Cleaner ..... 121
- Supervisor ..... 121
- #12 UEMS ..... 121**
- Healthcare Attendant..... 121
- Healthcare Porters ..... 122
- Housekeepers..... 123
- Housekeeping Team Leader / Supervisor ..... 124
- Meal Service Associate..... 124
- Patient Service Associate ..... 125
- Public Area Cleaners ..... 125
- Room Attendant..... 126
- #13 Wong Fong Academy ..... 126**
- Conceptual Artist Trainer(PT)  ..... 126
- Sales Executive (Corporate)  ..... 128
- Training Operations Executive  ..... 129
- e2i Services.....1300**

## #1 AcePLP

AcePLP is a Singapore-based company with a proven track record in delivering Building Information Modelling (BIM) services to the Architecture, Engineering, and Construction (AEC) industries. We collaborate closely with contractors, consultants, and other stakeholders to create, coordinate, and manage high-quality BIM data across the entire project lifecycle.

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<b>BIM/CAD Engineer</b> 	<ul style="list-style-type: none"> <li>Higher Nitec/Degree in Construction or Engineering related background</li> <li>No experience required</li> <li>Other qualifications considered: Any engineering subjects, Intelligent Building Technology, Graphic Arts, Visual/Product/Interior Design, Landscape Architecture, Environmental Engineering, Mechatronic, Aeronautical, etc.</li> </ul>	<ul style="list-style-type: none"> <li>Begin your engineering career by enrolling on our 26-month structured Career Advancement Programme (CAP).</li> <li>Our programme sets you on the pathway to become an Accredited BIM Professional for Digital Delivery Management Accreditation Scheme.</li> <li>Your time on our programme counts towards the work experience requirement for the accreditation.</li> <li>Upon completion of your MEP, you have the option of joining our team as a business partner, BIM specialist, or trainer.</li> <li>With AcePLP's assistance, you will find your ideal career.</li> <li>You will receive 2 months of training in BIM/CAD by an Approved Training Provider.</li> <li>You will attain WSQ-recognized certifications.</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5 days/ week, Mon-Fri 8:30am to 5:30pm</li> <li>Sat 8:30am to 12:30pm</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> 200 Braddell Road (S)579700</li> </ul>
<b>Senior BIM/CAD Engineer</b> 	<ul style="list-style-type: none"> <li>Degree/Diploma in Construction or Engineering related background.</li> <li>Prior experience in BIM modelling.</li> </ul>	<ul style="list-style-type: none"> <li>To provide digital delivery services, BIM coordination</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5 days/ week, Mon-Fri 8:30am to 5:30pm, Sat 8:30am to 12:30pm</li> <li><b>Employment Type:</b> Full Time</li> </ul>

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
			<ul style="list-style-type: none"> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 200 Braddell Road (S)579700</li> </ul>
<b>Technical Specialist</b> 	<ul style="list-style-type: none"> <li>• Degree/Diploma in Construction or Engineering related background.</li> <li>• Prior experience in BIM modelling and/or coordination.</li> <li>• Experience in computational BIM or 4D/5D BIM is highly advantageous.</li> </ul>	<ul style="list-style-type: none"> <li>• To conduct digital delivery implementation services, guide junior BIM Modelers, conduct training</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 days/ week, Mon-Fri 8:30am to 5:30pm, Sat 8:30am to 12:30pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 200 Braddell Road (S)579700</li> </ul>

## #2 AETOS HOLDINGS

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

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<b>Auxiliary Police Officers (Armed)</b>	<ul style="list-style-type: none"> <li>• At least 3 GCE 'N' / 'O' Levels / NITEC or</li> <li>• WPLN SOA 5 and above for all 5 modules (Writing, Speaking, Reading, Listening and Numeracy)</li> </ul>	<ul style="list-style-type: none"> <li>• Attend to security enquiries in the premises.</li> <li>• Conduct armed security patrol in the premises.</li> <li>• Consolidate incident reports.</li> <li>• Perform armed access control and security screenings.</li> <li>• Perform armed security surveillance at the command Centre</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> Rotational day or night shifts</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b></li> </ul>

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
			Islandwide
<b>Auxiliary Police Officers (Enforcement) (Unarmed)</b>	<ul style="list-style-type: none"> <li>At least 3 GCE 'N' / 'O' Levels / NITEC or</li> <li>WPLN SOA 5 and above for all 5 modules (Writing, Speaking, Reading, Listening and Numeracy)</li> <li>Physically fit with normal color vision and no hearing defects</li> <li>Able to work shift duties (Including extended shift, weekends &amp; public holidays)</li> </ul>	<ul style="list-style-type: none"> <li>Attend to security enquiries in the premises.</li> <li>Conduct security patrol in the premises.</li> <li>Consolidate incident reports.</li> <li>Perform crowd control in public areas and manage traffic on the roads.</li> <li>Perform law enforcement duties.</li> <li>Provide quick responses to incidents and emergencies.</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> Rotational day or night shifts</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> Islandwide</li> </ul>
<b>Auxiliary Police Outrider</b>	<ul style="list-style-type: none"> <li>At least 3 GCE 'N' / 'O' Levels / NITEC or</li> <li>WPLN SOA 5 and above for all 5 modules (Writing, Speaking, Reading, Listening and Numeracy)</li> <li>Able to work shift duties (Including extended shift, weekends &amp; public holidays)</li> <li>Applicants who are not able to do IPPT may consider applying for unarmed APO positions</li> <li>At least class 2/2A license</li> </ul>	<ul style="list-style-type: none"> <li>Attend to queries in regards to security within premises.</li> <li>Conduct armed security patrol in the premises.</li> <li>Control crowds in public settings, respond to incidents and emergencies.</li> <li>Regulate traffic on roads.</li> <li>Perform armed access control and security screenings.</li> <li>Performing armed security surveillance at the command centre or assigned premises.</li> <li>To maintain law and order and perform law enforcement duties.</li> <li>Provide armed guarding, escorting services and assets protection.</li> <li>Provide quick responses to incidents that threatens the safety of members of the public, such as suspicious and/or terrorist activities.</li> <li>Compiling of incident reports</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> Rotational day or night shifts</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> Islandwide</li> </ul>
<b>Security Officer / Senior Security Officer (Unarmed)</b>	<ul style="list-style-type: none"> <li>Minimum Secondary 2 and above</li> <li>No colour blindness or hearing defects</li> <li>Able to work shift duties (Including extended</li> </ul>	<ul style="list-style-type: none"> <li>Manning of static/access control points</li> <li>Checking of passes and other documents at static/access points</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> Rotational day or night shifts</li> </ul>

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	shift, weekends & public holidays) <ul style="list-style-type: none"> <li>• Proficient in spoken and written English</li> <li>• Additional requirements for Part-Time. Must be a trained security officer with a valid PLRD License</li> </ul>	<ul style="list-style-type: none"> <li>• Screening and checking of all personnel and vehicles entering and exiting the premises</li> <li>• Patrolling and guarding client's personnel and properties</li> <li>• Operating metal/explosive detectors/x-ray machines at checkpoints</li> <li>• Issuing of visitor/contractor pass in exchange for their identification cards</li> <li>• Attending to alarm activation</li> <li>• CCTV Monitoring</li> <li>• Responding to incidents such as unattended bags, etc.</li> <li>• Maintaining records of all incidents</li> <li>• Checking of boarding, staff, and valid entry passes</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> Islandwide</li> </ul>

### #3 Bok Seng Logistics

We provide a comprehensive range of services to support our customers' rapid growth. Our core services comprise of Contract Logistics, Integrated Logistics Management and Project Logistics Management.

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<b>Creative Specialist</b>	<ul style="list-style-type: none"> <li>• Experience in conducting interviews, digital photography and videography.</li> <li>• Proficiency in photography, videography and Adobe Suite editing tools (e.g. Adobe Photoshop, Premiere Pro, Illustrator or similar).</li> <li>• Possess a keen eye for aesthetics.</li> </ul>	<ul style="list-style-type: none"> <li>• Capture photos and videos of projects, operations, and company activities for documentation and publicity.</li> <li>• Edit and produce visual content for marketing, internal communications, and social media.</li> <li>• Design creative materials such as posters, brochures, presentations, and digital content.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 days/ week 8.30am to 5.30pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 5 Tuas Avenue 3 (S)639405</li> </ul>

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Good communication skills and is able to connect with varying levels of stakeholders.</li> <li>• May be required to work occasional overtime or late nights depending on project schedules and events.</li> <li>• May be required to travel locally or overseas to support project documentation</li> <li>• Should be physically fit and comfortable working in operational environments such as ports, shipyards, warehouses and project sites.</li> </ul>	<ul style="list-style-type: none"> <li>• Support visual storytelling for projects, events, exhibitions, and campaigns.</li> <li>• Organise and maintain the company's photo and video archive for easy access and record keeping.</li> </ul>	
<b>Lorry Crane Driver</b>	<ul style="list-style-type: none"> <li>• Possess a valid Operate Lorry Crane Licence.</li> <li>• Possess a valid Class 5 Driving Licence.</li> <li>• Have at least 2 years of experience operating lorry cranes.</li> <li>• Able to accommodate varying work schedules based on operational needs.</li> </ul>	<ul style="list-style-type: none"> <li>• Operate lorry crane to lift, move, and position loads safely and accurately.</li> <li>• Follow instructions from ground crew and coordinate lifting activities.</li> <li>• Check load weight and ensure all lifting is done within safe capacity limits.</li> <li>• Perform daily inspections, basic maintenance, and ensure equipment is in good working condition.</li> <li>• Follow safety rules and company procedures, and complete required reports and ad-hoc tasks.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5.5 days/ week</li> <li>• 8.30 am to 5.30 pm (Monday to Friday);</li> <li>• 8.30 am to 12.30 pm (Saturday)</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 5 Tuas Avenue 3 (S)639405</li> </ul>
<b>Mobile Crane Operator</b>	<ul style="list-style-type: none"> <li>• Possess a valid MOM Mobile Crane Operator License.</li> <li>• Possess a valid Class 5 Driving Licence.</li> <li>• Have at least 2 years of experience operating lift</li> </ul>	<ul style="list-style-type: none"> <li>• Operate mobile crane to lift, move, and position loads safely and accurately.</li> <li>• Follow instructions from ground crew and coordinate lifting operations, including</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5.5 days/ week</li> <li>• 8.30 am to 5.30 pm</li> </ul>

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>trucks, overhead cranes, and mobile cranes.</li> <li>• Able to accommodate varying work schedules based on operational needs.</li> </ul>	<ul style="list-style-type: none"> <li>proper setup of outriggers and rigging.</li> <li>• Assess load weight and ensure all lifting activities comply with load charts and safety guidelines.</li> <li>• Conduct daily inspections, basic maintenance, and ensure equipment is in safe working condition.</li> <li>• Adhere to safety regulations and company procedures, while completing reports and handling ad-hoc duties.</li> </ul>	<ul style="list-style-type: none"> <li>(Monday to Friday);</li> <li>• 8.30 am to 12.30 pm (Saturday)</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 5 Tuas Avenue 3 (S)639405</li> </ul>
<p><b>Prime Mover Driver</b></p>	<ul style="list-style-type: none"> <li>• Possess a valid Class 5 Driving Licence.</li> <li>• Minimum 2 years of relevant driving experience.</li> <li>• Knowledge of logistics operations, including transportation methods, cargo handling, and import/export customs procedures.</li> <li>• Able to accommodate varying work schedules based on operational needs.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure timely delivery of goods according to schedule and report any delays.</li> <li>• Verify and submit delivery documents, including Proof of Delivery (POD).</li> <li>• Maintain vehicle condition through daily checks, basic maintenance, and safe driving practices.</li> <li>• Handle and secure loads properly, and supervise delivery operations (including assistants where applicable).</li> <li>• Follow safety regulations, company procedures, and support reporting, investigations, and team performance targets.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5.5 days/ week</li> <li>• 8.30 am to 5.30 pm (Monday to Friday);</li> <li>• 8.30 am to 12.30 pm (Saturday)</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 5 Tuas Avenue 3 (S)639405</li> </ul>
<p><b>Project Sales Executive</b></p>	<ul style="list-style-type: none"> <li>• A Class 3 Driving Licence is an advantage.</li> <li>• Being highly motivated, proactive, independent.</li> <li>• Excellent communication, interpersonal and customer-handling skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Handle customer enquiries, understand their requirements, and provide solutions.</li> <li>• Conduct site surveys, attend meetings, and prepare quotations based on project specifications.</li> <li>• Coordinate internally with relevant departments to ensure smooth project execution.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5.25 days/ week</li> <li>• 8.30 am to 5.30 pm (Monday to Friday);</li> <li>• 8.30 am to 12.30 pm (Alternate Saturday)</li> </ul>

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Process job orders, purchase orders, and manage billing, invoices, and payment follow-ups.</li> <li>Arrange equipment and manpower, liaise with customers, and ensure timely project completion.</li> </ul>	<ul style="list-style-type: none"> <li><b>Employment Type:</b> Full Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> 5 Tuas Avenue 3 (S)639405</li> </ul>
<b>Warehouse Assistant</b>	<ul style="list-style-type: none"> <li>Possess a valid 3T forklift licence.</li> <li>Prior experience in a healthcare warehouse environment will be an advantage.</li> </ul>	<ul style="list-style-type: none"> <li>Operate forklift and warehouse equipment to load, unload, move, and store goods, including container stuffing and unstuffing.</li> <li>Perform manual inspection of cargo for defects and ensure proper handling.</li> <li>Use the WMS to manage daily operations, including receiving, picking, packing, shipping, and inventory control.</li> <li>Ensure accurate inventory by conducting stock checks, taking inventory, and proper put-away/storage of goods.</li> <li>Maintain equipment, follow safety procedures, and support general warehouse duties including stock takes, overtime, and tasks assigned by supervisors.</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5.5 days/ week</li> <li>8.30 am to 5.30 pm (Monday to Friday);</li> <li>8.30 am to 12.30 pm (Saturday)</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> 5 Tuas Avenue 3 (S)639405</li> </ul>


## #4 CBM

CBM provides a full range of Integrated Facility Management (IFM) services.



We address our client’s unique needs and act as a single point of contact to relieve them of their daily non-core operational issues.

As a customer-oriented organization, we strive to provide the best quality service to meet our client’s expectations and help them achieve their business objective


Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<p><b>Account Manager (Facilities Management)</b>  </p>	<ul style="list-style-type: none"> <li>• Degree in Facilities Management, Estate Management, Building or relevant related discipline from a recognized tertiary institute</li> <li>• At least 5 years of relevant experiences in facilities management and business development portfolios</li> <li>• Able to work independently with minimum supervision</li> <li>• Able to conduct market outreach and marketing</li> <li>• Proactive and independent</li> <li>• Dynamic and multi-tasking capabilities</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure contract compliance and meet or exceed KPIs.</li> <li>• Foster a culture of service excellence and continuous improvement</li> <li>• Monitor and update account processes and procedures</li> <li>• Collaborate with Site Lead to develop and execute strategic business plans</li> <li>• Maintain data integrity in management systems</li> <li>• Deliver contractual and ad-hoc reports punctually</li> <li>• Oversee contractor on/off boarding, induction and adherence to standards</li> <li>• Monitor planned preventive maintenance in line with regulations.</li> <li>• Supervise minor repairs and ensure timely, safe and budgeted service delivery.</li> <li>• Support engineering during planned or unplanned power shutdowns.</li> <li>• Uphold safety protocols and crisis management procedures</li> <li>• Manage financial targets, expenses and budgets including raising Change Requests.</li> <li>• Oversee supply chain delivery, ensuring service quality</li> <li>• Ensure accurate and timely financial reporting and billing</li> <li>• Manage staff performance, development and recruitment</li> <li>• Enforce compliance with Health, Safety, Environmental and Risk Management policies.</li> <li>• Report incidents and implement emergency escalation processes.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 days/ week 44 hr/ week</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> East</li> </ul>

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Cultivate teamwork, collaboration and personal development within the team.</li> <li>• Manage workload, resourcing and succession planning</li> <li>• Any other ad-hoc works assignment by the management.</li> </ul>	
<p><b>Accounts Executive</b> </p>	<ul style="list-style-type: none"> <li>• Candidate with 1 to 5 years of MCST accounts experience</li> <li>• Candidate should at least possess a Diploma in Business/Accountancy or equivalent.</li> <li>• A self-starter who is able to plan, organize and take initiative to meet job objectives and deadlines</li> <li>• Able to adapt to dynamic &amp; fast-pace environment.</li> <li>• Meticulous, responsible, and detail-oriented with strong problem-solving and analytical skills.</li> <li>• Good communication skills and Independent</li> <li>• Candidate without a Diploma but with relevant working experience in managing agent handling full set of MCST accounts will be considered.</li> <li>• Knowledge and experience with Microsoft Dynamics (2365 Business Central) will be an added advantage</li> </ul>	<ul style="list-style-type: none"> <li>• Handling full sets of accounts for MCST</li> <li>• Ensure accounts are closed on time according to respective deadline for client’s monthly meeting.</li> <li>• Handle maintenance fee billing, issue maintenance reminder to subsidiary proprietors within stipulated timeline</li> <li>• Ensure the completion of the GST with accuracy and filing on a timely basis.</li> <li>• Attend to subsidiary proprietors’ queries.</li> <li>• Liaise with auditor and tax agent on audit/tax matters.</li> <li>• Ensure compliance with BSMA, relevant laws, government rules and regulations.</li> <li>• Conduct monthly MCST site audit on collections and payment documents.</li> <li>• Supervise and guide staff in performing accounting and administrative tasks</li> <li>• Other ad-hoc finance reports/duties assigned.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 days/ week 44 hr/ week</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> East</li> </ul>
<p><b>Area Manager</b> </p>	<ul style="list-style-type: none"> <li>• Possess an approved tertiary or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Oversee and manage the performance delivery of</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b></li> </ul>


Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	qualification and with at least 5 years relevant post graduate experience in Projects & Facilities Management/ Estate Management/ Engineering or Equivalent	facility management service at respective zones <ul style="list-style-type: none"> <li>• Provide leadership and guidance to a team of Building Managers, Technical Executive, Quantity Surveyors and Project Managers to ensure day-to-day operations at assigned buildings</li> <li>• Identify and troubleshoot problems and provide professional advice to the team</li> <li>• Develop standard operation procedure and internal work flow to maintain smooth operation at sites</li> <li>• Manage relation to client/ authorities, being the liaising point of contact</li> <li>• Oversee area budgeting and expenses</li> <li>• Any other ad-hoc assignments assigned by the Management.</li> </ul>	5 days/ week 44 hr/ week <ul style="list-style-type: none"> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> East</li> </ul>
<b>Assistant Projects Manager</b> 	<ul style="list-style-type: none"> <li>• At least 5 years of PM experience in M&amp;E installation.</li> <li>• Strong interpersonal, observation, and reporting skills.</li> <li>• Able to work independently and in a fast-paced.</li> <li>• Willing to work irregular hours or weekends during critical project phases.</li> <li>• Strong coordination, planning, and stakeholder management skills.</li> <li>• Familiar with BMS, project scheduling tools</li> <li>• Good understanding of safety protocols and permit-to-work systems.</li> </ul>	<ul style="list-style-type: none"> <li>• To assist in the planning, coordination, and execution of M&amp;E (Mechanical &amp; Electrical) works.</li> <li>• To support the delivery of projects on time, within budget, and in accordance with safety and quality standards—particularly in live, high-security environments at site, Changi Airport.</li> <li>• Support end-to-end project execution for HVAC system installations, upgrades, and maintenance works.</li> <li>• Coordinate with consultants, subcontractors, suppliers, and clients on technical and operational matters.</li> <li>• Monitor daily site progress and ensure work is carried out</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 days/ week 44 hr/ week</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> North and East</li> </ul>


Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>according to approved drawings and specifications.</p> <ul style="list-style-type: none"> <li>• Oversee installation, commissioning, and testing of Chiller Plants systems.</li> <li>• Ensure proper integration with energy management systems.</li> <li>• Provide support for troubleshooting and issue resolution during execution phases.</li> <li>• Ensure work complies with statutory requirements (e.g., BCA, NEA, PUB) and site-specific regulations (e.g., CAG House Rules.)</li> <li>• Implement quality control measures, method statements, and risk assessments.</li> <li>• Participate in site inspections, audits, and technical handovers.</li> <li>• Assist in preparing cost estimates, evaluating subcontractor quotations, and material take-offs.</li> <li>• Track project expenses and variation orders with oversight from the Project Manager.</li> <li>• Maintain project documentation including work schedules, material submissions, inspection checklists, and as-built drawings.</li> <li>• Provide support during shutdowns, inspections, or testing &amp; commissioning activities.</li> <li>• Submit daily, weekly, and monthly maintenance reports, site issues to supervisors.</li> </ul>	


Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Ability to work on-site at Changi Airport and able to travel from site to site (if required).</li> <li>• Follow site-specific safety protocols and permit-to-work systems.</li> <li>• Maintain accurate records of maintenance, breakdowns, and equipment service logs.</li> <li>• May require occasional overtime, weekend, or night shift support during shutdowns or emergencies.</li> <li>• Perform any duties as and when required by Management.</li> </ul>	
<p><b>Assistant Building Manager</b> </p>	<ul style="list-style-type: none"> <li>• Degree in mechanical/electrical engineering with min 4 years relevant work experience in building mechanical and electrical services.</li> <li>• Fully certified as a Singapore Certified Energy Manager (SCEM).</li> </ul>	<ul style="list-style-type: none"> <li>• Oversee and manage Facility Management Services at building(s) that he/she is assigned to</li> <li>• Manage term contractors/ specialist contractors to ensure smooth operation of buildings</li> <li>• Manage relation to client/authorities/ tenants</li> <li>• Provide client / authorities / tenants with updates of electrical, water and other service outages and scheduled shutdowns</li> <li>• Attend to feedback by tenants/ clients, to recommend and take remedial actions</li> <li>• Budgeting and managing expenses</li> <li>• Develops and implements facility emergency plans. During evacuations, assists emergency response teams in assessing building condition, locating missing personnel, shutting off utilities, and</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 days/ week 44 hr/ week</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> </ul>


Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		delivering a status report to assembly point leaders <ul style="list-style-type: none"> <li>Any other ad-hoc assignments assigned by the Management.</li> </ul>	
<b>Assistant Business Development Executive</b> 	<ul style="list-style-type: none"> <li>Minimum Diploma in Facilities Management, Estate Management, Building or relevant related discipline from a recognized tertiary institute</li> <li>At least 5 years of relevant experiences in facilities management and business development portfolios</li> <li>Able to work independently with minimum supervision</li> <li>Able to conduct market outreach and marketing</li> <li>Proactive and independent</li> <li>Dynamic and multi-tasking capabilities</li> </ul>	<ul style="list-style-type: none"> <li>To conduct business development of Facilities Management (FM) business and relationships with potential customers and service partners, and to identify and develop new and existing business opportunities</li> <li>Tender Management – to conduct the entire process of tender administrations and tender submission management</li> <li>To collaborate with functional departments to generate write-up for effective and competitive FM tender and business proposals</li> <li>To generate FM business processes, SOPs and marketing plans into presentable write-up including tender proposals and submissions</li> <li>To conduct corporate presentation to potential clients, guests and for tender interviews</li> <li>To manage the transition of secured projects including deployment to site operations, mobilisation of manpower, co-ordinating transition activities between clients and Company, reporting progress, procurement of suppliers and services, generate and establish SOPs and processes, recommending and</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5 days/ week 44 hr/ week</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> Katong</li> </ul>

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		implementing solutions, and contract management <ul style="list-style-type: none"> <li>• To prepare reports and minutes for Single Business Unit/Management Meeting</li> <li>• To enhance relationship with service partners and suppliers for the delivery of FM projects and businesses</li> <li>• To mobilise new projects within timeline and budget, and to meet SLA and KPI established in the contract document</li> <li>• To Prepare mid-year and annual review of Business Development Unit and assist in preparation of 3-year Business Development Plan</li> <li>• Any other scope and roles as assigned by the immediate Superior</li> </ul>	
<b>Assistant Business Development Manager</b> 	<ul style="list-style-type: none"> <li>• Minimum Diploma in Facilities Management, Estate Management, Building or relevant related discipline from a recognized tertiary institute</li> <li>• At least 5 years of relevant experiences in facilities management and business development portfolios</li> <li>• Able to work independently with minimum supervision</li> <li>• Able to conduct market outreach and marketing</li> <li>• Proactive and independent</li> <li>• Dynamic and multi-tasking capabilities</li> </ul>	<ul style="list-style-type: none"> <li>• To conduct business development of Facilities Management (FM) business and relationships with potential customers and service partners, and to identify and develop new and existing business opportunities</li> <li>• Tender Management – to conduct the entire process of tender administrations and tender submission management</li> <li>• To collaborate with functional departments to generate write-up for effective and competitive FM tender and business proposals</li> <li>• To generate FM business processes, SOPs and marketing plans into presentable write-up</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 days/ week 44 hr/ week</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> East</li> </ul>


Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		including tender proposals and submissions <ul style="list-style-type: none"> <li>• To conduct corporate presentation to potential clients, guests and for tender interviews</li> <li>• To manage the transition of secured projects including deployment to site operations, mobilization of manpower, co-ordinating transition activities between clients and Company, reporting progress, procurement of suppliers and services, generate and establish SOPs and processes, recommending and implementing solutions, and contract management</li> <li>• To prepare reports and minutes for Single Business Unit/Management Meeting</li> <li>• To enhance relationship with service partners and suppliers for the delivery of FM projects and businesses</li> <li>• To mobilise new projects within timeline and budget, and to meet SLA and KPI established in the contract document</li> <li>• To Prepare mid-year and annual review of Business Development Unit and assist in preparation of 3-year Business Development Plan</li> <li>• Any other scope and roles as assigned by the immediate Superior.</li> </ul>	
<b>Assistant Business Development Manager (Facilities)</b> 	<ul style="list-style-type: none"> <li>• Degree/Diploma in Business, Engineering, Facilities Management, or related field.</li> <li>• Minimum 6-8 years of experience in Business</li> </ul>	<ul style="list-style-type: none"> <li>• Business Development-</li> <li>• Lead the identification, pursuit, and acquisition of new business opportunities across commercial, industrial, healthcare, government, and</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 days/ week 44 hr/ week</li> <li>• <b>Employment Type:</b></li> </ul>



Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>Development or Tender/Bid Management, preferably in the FM industry.</p> <ul style="list-style-type: none"> <li>• Proven track record of securing medium- to large-scale FM contracts (public and/or private sector).</li> <li>• Strong understanding of FM services (IFM, M&amp;E, Cleaning, Security, etc.) and tendering processes, including public sector procurement.</li> <li>• Excellent proposal writing, communication, negotiation, and presentation skills.</li> <li>• Strong analytical ability to understand cost structures and develop competitive pricing strategies.</li> <li>• Ability to handle multiple high-stakes bids concurrently and work under demanding timelines.</li> <li>• Proficient in Microsoft Office; experience with CRM or bid-management systems is advantageous.</li> </ul>	<p>large-scale public infrastructure sectors.</p> <ul style="list-style-type: none"> <li>• Develop and execute long-term business growth strategies aligned with organisational goals and market trends.</li> <li>• Represent the company at industry events, conferences, and networking sessions to enhance brand visibility and establish new partnerships.</li> <li>• Conduct market research and competitor analysis to support strategic positioning.</li> <li>• Provide strategic insights to senior management to guide pricing strategy, service innovation, and market repositioning.</li> <li>• Tender &amp; Bid Management-</li> <li>• Oversee the full tendering cycle for high-value and complex FM contracts, including bid strategy formulation, pricing direction, risk assessment, and executive approvals.</li> <li>• Provide leadership to internal bid teams and work closely with operations, engineering, pricing, and compliance teams to develop competitive bids.</li> <li>• Ensure that all tender submissions are competitive, well-structured, and compliant with technical and commercial requirements.</li> <li>• Drive value engineering and solution differentiation to enhance bid competitiveness.</li> <li>• Manage tender governance, including tender briefings, proposal reviews, costing</li> </ul>	<p>Full Time</p> <ul style="list-style-type: none"> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> Katong</li> </ul>


Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		validation, and pre-submission quality checks. <ul style="list-style-type: none"> <li>• Lead client presentations, clarification sessions, negotiations, and eventual contract handover to operations.</li> <li>• Maintain accurate records of all tender activities, outcome tracking, and win/loss analysis.</li> </ul>	
<b>Assistant Contract Executive</b> 	<ul style="list-style-type: none"> <li>• Diploma in Quantity Survey, Building, Engineering, Facility Management or other relevant qualifications with minimum 3 years relevant experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Support of maintenance and project works function</li> <li>• Undertaking costs analysis for repair and maintenance project work</li> <li>• Assisting in stabling client’s requirements and undertaking feasibility studies</li> <li>• Performing value management and cost control</li> <li>• Advising on procurement strategy</li> <li>• Identifying, analysing and developing responses to commercial risks</li> <li>• Providing advice on contractual claims</li> <li>• Prepare tender document, tender calling, tender evaluation, market survey report, contract documents, including bills of quantities with clients/ architects, and preparing and analysing costing in detailed reports</li> <li>• Administer term contractors A&amp;A works</li> <li>• Valuing completed work and arranging payments</li> <li>• Understanding the implications of health and safety regulations</li> <li>• Any other ad-hoc assignments assigned by the Management.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 days/ week 44 hr/ week</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> East</li> </ul>


Click Here for Table of Content


Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<p><b>Assistant Engineer</b> </p>	<ul style="list-style-type: none"> <li>• Diploma or Degree in Mechanical, Electrical, HVAC, or Building Services Engineering.</li> <li>• 1–3 years of experience in HVAC operations, preferably with chillers and central plant systems.</li> </ul>	<ul style="list-style-type: none"> <li>• Assist to perform Energy and Engineering audits.</li> <li>• Working closely with Energy Managers to provide accurate and informative reports.</li> <li>• To perform Measurement and Verification of the performance of M&amp;E Plant.</li> <li>• Managing energy improvement and retrofitting projects.</li> <li>• Help evaluate existing buildings for appropriate energy conservation measures,</li> <li>• Understand financial terms, payback, ROI and related energy saving calculations.</li> <li>• Maintain logs, maintenance records, and spare parts inventory.</li> <li>• Strong communication and teamwork skills.</li> <li>• Problem-solving mindset and willingness to learn.</li> <li>• Any other duties as and when assigned by management</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 days/ week 44 hr/ week</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> North, Central and East</li> </ul>
<p><b>Assistant Head</b> </p>	<ul style="list-style-type: none"> <li>• Degree in Facilities Management, Estate Management, Building or relevant related discipline from a recognized tertiary institute</li> <li>• At least 5 years of relevant experiences in facilities management and business development portfolios</li> <li>• Able to work independently with minimum supervision</li> <li>• Able to conduct market outreach and marketing</li> <li>• Proactive and independent</li> </ul>	<ul style="list-style-type: none"> <li>• Oversee the overall performance of Service teams.</li> <li>• Ensure contract compliance and meet or exceed KPIs.</li> <li>• Identify lapses and formulate action plans for improvement</li> <li>• Foster a culture of service excellence and continuous improvement</li> <li>• Monitor and update account processes and procedures</li> <li>• Collaborate with Site Leads to develop and execute strategic business plans</li> <li>• Cultivate teamwork, collaboration and personal development within the team.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 days/ week 44 hr/ week</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> East</li> </ul>

Click Here for Table of Content



Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Dynamic and multi-tasking capabilities</li> </ul>	<ul style="list-style-type: none"> <li>• Attending operation meeting and discussion with clients</li> <li>• Maintain data integrity in management systems</li> <li>• Uphold safety protocols and crisis management procedures</li> <li>• Enforce compliance with Health, Safety, Environmental and Risk Management policies.</li> <li>• Oversee supply chain delivery, ensuring service quality</li> <li>• Ensure accurate and timely financial reporting and billing</li> <li>• Manage staff performance, development and recruitment</li> <li>• Cultivate teamwork, collaboration and personal development within the team.</li> <li>• Manage workload, resourcing and succession planning</li> <li>• Oversee contractor on/off boarding, induction and adherence to standards</li> <li>• Manage financial targets, expenses and budgets including raising Change Requests.</li> <li>• Explore innovation solutions to improve efficiency and productivities</li> <li>• Any other ad-hoc works assignment by the management.</li> </ul>	
<p><b>Assistant Projects Manager</b> </p>	<ul style="list-style-type: none"> <li>• Min. Dip with 10 Years or Degree with 5 Years in Engineer or Bldg Services</li> <li>• Experience in Mechanical Systems major in ACMV and BMS, Kitchen Exhaust systems.</li> </ul>	<ul style="list-style-type: none"> <li>• Assist the Project Manager in planning, organizing, and overseeing mechanical engineering projects.</li> <li>• Coordinate with internal teams, contractors, vendors, and consultants to ensure project requirements are met.</li> <li>• Prepare project documentation including</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 days/ week 44 hr/ week</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> </ul>

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Proficient in MS Office and project management software (e.g., MS Project, AutoCAD).</li> </ul>	<p>progress reports, technical submittals, schedules, and meeting minutes.</p> <ul style="list-style-type: none"> <li>• Monitor project timelines and ensure activities are progressing according to plan.</li> <li>• Support in reviewing mechanical drawings, specifications, and shop drawings.</li> <li>• Assist in procurement of mechanical materials and equipment in coordination with the procurement team.</li> <li>• Conduct site inspections to monitor work progress and ensure compliance with safety and quality standards.</li> <li>• Track and manage project variations, change orders, and cost estimates.</li> <li>• Coordinate testing, commissioning, and handover of mechanical systems.</li> <li>• Support in resolving technical and engineering issues during project execution.</li> <li>• Willingness to travel to project sites when required.</li> <li>• Perform any duties as and when required by Management.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Location:</b> East</li> </ul>
<p><b>Assistant Projects Manager</b> </p>	<ul style="list-style-type: none"> <li>• Degree in Facilities Management/ Building/Engineering from recognised institutions with minimum 5 years of relevant experience and must have a proven management track record.</li> <li>• Possess FSM Cert, CERT trained &amp; First Aid trained.</li> </ul>	<ul style="list-style-type: none"> <li>• Planning and managing the resources to run the day-to-day FM operations</li> <li>• Carry out site inspections</li> <li>• Planning and execution of all M&amp;E periodic preventive maintenance, repair and replacement programmes</li> <li>• Putting in place a safety plan for the Property</li> <li>• Checking and endorsing of all reports/schedules/programs prepared by his site teams/sub-contractors</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 days/ week 44 hr/ week</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> East</li> </ul>


Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		including Mapletree's appointed contractors <ul style="list-style-type: none"> <li>• Ensuring that all statutory requirements are complied with</li> <li>• Overseeing calling of quotations as well as evaluating the quotations and recommendation for acceptance</li> <li>• Plan for monthly/quarterly/yearly periodic inspection and ensure staff carries out inspection as per schedule</li> <li>• Any other ad-hoc assignments assigned by the Management</li> </ul>	
<b>Assistant Quantity Surveyor</b> 	<ul style="list-style-type: none"> <li>• Minimum a Diploma in Quantity Surveying, Building, Engineering, Facility Management, or other relevant qualifications.</li> <li>• At least 3 years of relevant experience in a similar role.</li> </ul>	<ul style="list-style-type: none"> <li>• Support of maintenance and project works function</li> <li>• Undertaking costs analysis for repair and maintenance project work</li> <li>• Assisting in stabling client's requirements and undertaking feasibility studies</li> <li>• Prepare tender document, tender calling, tender evaluation, market survey report, contract documents, including bills of quantities with clients and preparing and analysing costing in detailed reports</li> <li>• Administer term contractors A&amp;A works</li> <li>• Valuing completed work and arranging payments</li> <li>• Provide general administrative support and services to client and internal staff to run smooth operations</li> <li>• Assist in procurement of office supplies and equipment</li> <li>• Manage office general admin and sourcing for purchases,</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 days/ week 44 hr/ week</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> East</li> </ul>

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		process service orders and billing <ul style="list-style-type: none"> <li>• Manage and maintain proper records and files of correspondence and documents.</li> <li>• Administer documentation and filing</li> <li>• Assist in preparing reports, generate quotations &amp; contracts</li> <li>• Any other ad-hoc assignments assigned by the Management.</li> </ul>	
<b>Assistant Sustainability Consultant</b> 	<ul style="list-style-type: none"> <li>• Tertiary education in Environmental Engineering, Sustainability, Building Services or related field.</li> <li>• Minimum 2 years post graduate relevant working experience.</li> <li>• Possess strong initiative and good analytical skills.</li> <li>• A committed and responsible team player with pleasant personality, independent and resourceful.</li> <li>• Exposure in green building certification such as Green Mark, LEED, BREEAM, or 3-star.</li> <li>• Able to communicate and present fluently.</li> <li>• Traveling for overseas assignment within short notice period.</li> </ul>	<ul style="list-style-type: none"> <li>• Conducting Green certifications and sustainability audits.</li> <li>• Auditing/analyzing energy usage, developing environmental-friendly and cost-effective technology solutions in Built Environment.</li> <li>• Recommending sound policies towards energy conservation and sustainability operations</li> <li>• Managing customer relations.</li> <li>• Preparing audit report and presenting findings and solutions to Customers.</li> <li>• Project management for improvement initiatives</li> <li>• Any other ad-hoc assignments assigned by the Management.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 days/ week 44 hr/ week</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> East</li> </ul>
<b>Assistant Technical Executive</b> 	<ul style="list-style-type: none"> <li>• Diploma in Facilities Management, Engineering, Estate Management or other relevant qualifications from a recognized</li> </ul>	<ul style="list-style-type: none"> <li>• Assist and report directly to Building Manager (BM) in all operation &amp; maintenance concerns:</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 days/ week 44 hr/ week</li> <li>• <b>Employment Type:</b></li> </ul>

Click Here for Table of Content


Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>institute with minimum 3 years relevant experience.</p> <ul style="list-style-type: none"> <li>• Fresh graduates are welcomed to apply.</li> </ul>	<ul style="list-style-type: none"> <li>• Oversee the facilities management within the premises.</li> <li>• Compiling the monthly utilities report and tabulations.</li> <li>• Monthly M&amp;E reports.</li> <li>• Assist to develop and implement of Standard Operating Procedures (SOP) as and where necessary.</li> </ul> <p>Interfacing with the clients:</p> <ul style="list-style-type: none"> <li>• Attend monthly meeting with client &amp; prepares the minutes of the meeting</li> <li>• Providing updates on ad-hoc and outstanding issues</li> <li>• Attending to clients feedback or requests</li> <li>• Coordinates the preventive and corrective maintenance works schedule with the contract and client.</li> </ul> <p>Coordinate and manage projects:</p> <ul style="list-style-type: none"> <li>• Provide costing and proposals for ad-hoc works/projects</li> <li>• Evaluate the quotations submitted by contractor and provide a formal quotation to the client</li> <li>• Inspect works carried out are proper and in satisfaction</li> <li>• Liaising and managing contractors</li> </ul> <p>Leading the on-site technical teams:</p> <ul style="list-style-type: none"> <li>• Provide guidance, training and supervision to technical staffs to ensure proper execution of assigned task</li> <li>• Planning of maintenance schedule</li> </ul>	<p>Full Time</p> <ul style="list-style-type: none"> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> East</li> </ul>

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Review and planning monthly maintenance schedule</li> <li>Oversee all work is carried out timely and smoothly by the staffs</li> <li>Any other ad-hoc assignments assigned by the Management</li> </ul>	
<b>Building Inspector</b> 	<ul style="list-style-type: none"> <li>Diploma in Building/Real Estate from Singapore/Ngee Ann Polytechnic</li> <li>At least 2 years of experience in facilities management.</li> <li>Candidates with Specialist Certificate in Building Condition Assessment (European Standard NEN 2767) will be an advantage</li> </ul>	<ul style="list-style-type: none"> <li>To carry out Land and Building inspection under European Standard NEN 2767 Physical Condition Assessment.</li> <li>Cover the condition assessment of physical spaces such as external areas(e.g., roads, turf, fenceline, streetlights, fenders), building envelope, roofs and internal areas, covering all rooms (including service rooms, server rooms and roofs).</li> <li>Shall provide a condition Grading for the overall condition of buildings</li> <li>Identify if any defects occurred due to a lack of maintenance.</li> <li>Recommend prioritisation of defects based on safety and condition assessment.</li> <li>Assess the condition of the building's facility and propose recommendation if there is a need for upgrade, refresh, replacement or corrective maintenance action.</li> <li>Inspect buildings and properties on the aspects of general safety, health and cleanliness, so as to ensure that they are properly maintained and used to acceptable standards</li> <li>Verify the buildings on the ground against the Estates records and highlight discrepancies, if any.</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5 days/ week 9am to 6pm</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Job Type:</b> Permanent</li> </ul>


Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Upon completion of the inspection, to submit reports to the Authority for certification of works and payment.</li> <li>• To ensure that all submissions or reports are clear, concise and written in proper and simple English.</li> <li>• Require to submit an interim report to the Authority within a week of the debrief for them to carry out rectification of the defects.</li> <li>• Report shall be prepared sufficiently comprehensive and detailed as to allow the Authority and their representative to determine further action to be taken</li> <li>• Assist in all operation &amp; maintenance concerns</li> <li>• Interfacing with the clients all matters</li> <li>• Attend meeting with client &amp; prepares the minutes of the meeting</li> <li>• Providing updates on ad-hoc and outstanding issues</li> <li>• Attending to client’s feedback or requests</li> <li>• Coordinates the preventive and corrective maintenance works schedule with the contractors and client.</li> <li>• Provide costing and proposals for ad-hoc works/projects, if necessary</li> <li>• Evaluate the quotations submitted by contractor and provide a formal quotation to the client</li> <li>• Planning and review overall schedule</li> <li>• Any other ad-hoc assignments assigned by the Management.</li> </ul>	

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<p><b>Building Manager</b> </p>	<ul style="list-style-type: none"> <li>• Degree/Diploma in Engineering / Building / Facilities Management or equivalent with at least 5 years relevant working experience.</li> <li>• Possess FSM/WSH/GMFM or relevant certificates is preferred.</li> </ul>	<ul style="list-style-type: none"> <li>• Oversee and manage Facility Management Services at building(s) that he/she is assigned to</li> <li>• Manage term contractors/ specialist contractors to ensure smooth operation of buildings</li> <li>• Manage relation to client/authorities/ tenants</li> <li>• Provide client / authorities / tenants with updates of electrical, water and other service outages and scheduled shutdowns</li> <li>• Attend to feedback by tenants/ clients, to recommend and take remedial actions</li> <li>• Budgeting and managing expenses</li> <li>• Develops and implements facility emergency plans. During evacuations, assists emergency response teams in assessing building condition, locating missing personnel, shutting off utilities, and delivering a status report to assembly point leaders</li> <li>• Any other ad-hoc assignments assigned by the Management.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 days/ week 44 hr/ week</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> Central</li> </ul>
<p><b>Carpark Attendant</b></p>	<ul style="list-style-type: none"> <li>• Must possess at least Primary/Secondary School/ "O" level</li> <li>• Must be able to communicate in English</li> <li>• Able to work shift schedule is preferable</li> <li>• With own transportation is preferable</li> <li>• Able to endure outdoor environment</li> </ul>	<ul style="list-style-type: none"> <li>• Check and ensure the car park is in operations, report accordingly if there are any abnormalities</li> <li>• Correspond with motorists pertaining to season parking matters (new application, renewal of season parking, change of particular &amp; refund)</li> <li>• Carry out enforcement action on illegal and unauthorized parking of vehicle (e.g. issuance of notice, wheel clamping)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> </ul>

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Ensure the cleanliness of the parking systems and car park environment</li> <li>Any other ad-hoc assignments assigned by the Management</li> </ul>	
<b>Class 4 Driver</b>	<ul style="list-style-type: none"> <li>At least 3 years' experience with class 4 vehicle</li> </ul>	<ul style="list-style-type: none"> <li>Drive around Singapore delivering the laundry and linen to hotels in Singapore</li> <li>To assist in receiving, picking, loading/unloading of laundry items.</li> <li>To follow routes and time schedule.</li> <li>Ensure cleanliness of the vehicle of all times.</li> <li>Adhere to safety requirements at all times.</li> <li>To carry out any other duties as assigned by the management or supervisor as required</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 44 hr/ week</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Job Type:</b> Permanent</li> </ul>
<b>Cleaner</b>	<ul style="list-style-type: none"> <li>At least 1 year of relevant working experience.</li> <li>Must be able to work shifts, weekends and public holiday when necessary.</li> <li>Positive attitude, hardworking with pleasant personality.</li> </ul>	<ul style="list-style-type: none"> <li>Report to supervisors / team leaders.</li> <li>Perform washing and housekeeping tasks as scheduled and instructed.</li> <li>Adhere to all rules and regulations.</li> <li>Responsible for proper housekeeping and maintenance of equipment / tools.</li> <li>Responsible for proper record of attendance in cleaning schedule forms.</li> <li>Comply with legal and other applicable requirements related to quality, environment and safety.</li> <li>Comply with procedures of Integrated Management System.</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5-6 days/ week, 44 hr/ week</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Job Type:</b> Permanent</li> </ul>
<b>Complex Manager / Condominium Manager</b> 	<ul style="list-style-type: none"> <li>Candidate must possess at least a diploma in Estate Management, Building Services</li> </ul>	<p>ADMINISTRATIVE FUNCTIONS</p> <ul style="list-style-type: none"> <li>Advise the Corporation on all matters regarding the affairs</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5.5 days/ week,</li> </ul>

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>Engineering or equivalent.</p> <ul style="list-style-type: none"> <li>• Minimum 4-5 years of MCST experience for Diploma holders and have experience in handling more than 1000 units.</li> <li>• Good knowledge of BMSMA Act.</li> <li>• Others skill sets</li> <li>• Contract Management skillset is a must;</li> <li>• Oversees regular building maintenance and repairs;</li> <li>• Maintaining and updating Standard Operation procedures;</li> <li>• Monitoring of maintenance budget;</li> <li>• Coordinate council meetings and AGM;</li> <li>• Dispute management;</li> <li>• Knowledge of BMSMA is mandatory;</li> <li>• Knowledge of Electrical and M&amp;E.</li> </ul>	<p>of the Corporation and Its Property.</p> <ul style="list-style-type: none"> <li>• Implement all instructions, by-laws and laws permitted under the requirements of BMSMA 2004.</li> <li>• Convene, attend and take minutes of meetings of the Council and all General and Extraordinary Meetings of the Corporation.</li> <li>• Deal with all inquiries, complaints, reports and correspondence relating to the administration of the Corporation, its property and Subsidiary Proprietors.</li> <li>• Engage with prior approval of and on behalf of the Corporation, contractors, solicitors, auditors, surveyors, architects, engineers and other professional services as it may deem desirable or necessary to carry out its duties.</li> <li>• Act on behalf of the Corporation and as directed by the Corporation with regard to any notice or order made by any competent public or statutory authority on matter pertaining to the Corporation and its property.</li> </ul> <p>FINANCIAL FUNCTIONS</p> <ul style="list-style-type: none"> <li>• Collect, demand and recover on behalf of the Corporation all monies due to and take all necessary steps including legal proceedings to recover such sums as directed by or subject to the approval of the Corporation.</li> <li>• Pay and discharge out monies so collected, all rates, taxes,</li> </ul>	<p>44 hr/ week</p> <ul style="list-style-type: none"> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> South/North</li> </ul>



Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>premiums, rent, license fees, statutory charges, professional fees, repairs, renovation, re-decorations, maintenance works and other outgoing or recurrent expenditure, properly incurred on behalf of the Corporation.</p> <ul style="list-style-type: none"> <li>• Ensure proper records are maintained on monies received and expended on behalf of the Corporation.</li> <li>• Prepare and submit an annual budget for the determination of expenses and to advise and recommend rates of contribution.</li> <li>• Submit a financial report to the Corporation on its financial state after the close of each calendar month.</li> <li>• Oversee requisitions for quotations to ensure proper cost control.</li> <li>• Request, act, negotiate, appoint and award, with the approval of and on behalf of the Corporation, on all contractual matters governing the property.</li> <li>• Initiate cost savings and generate value through implementation of new technology, sound economic and financial policies.</li> </ul> <p>MANAGEMENT AND MAINTENANCE FUNCTIONS</p> <ul style="list-style-type: none"> <li>• Manage and properly maintain the property and keep it in a state of good and operational condition, and in compliance with all relevant legislations, standards, and requirements governing the</li> </ul>	


Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		maintenance and management of the buildings. <ul style="list-style-type: none"> <li>• Prepare specifications, call tenders, evaluate tenders and make recommendations to the Corporation.</li> <li>• Conduct regular inspections of the property to ensure that the property is properly maintained and serviced by staff and/or contractors.</li> <li>• Prepare and implement preventive maintenance programme for the property</li> <li>• Manage the site staff including their performances, behavior and attitude to the best interest of the Corporation.</li> <li>• Any other duties assigned by the Corporation and management HQ office</li> </ul>	
<b>Customer Service Officer</b>	<ul style="list-style-type: none"> <li>• At least GCE 'O' Levels or equivalent</li> <li>• 2 years of working experience in the customer service or Control Centre roles is preferred</li> <li>• Excellent customer service and communication skills</li> <li>• Proficient in Microsoft Office tools (Excel and Word)</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for providing excellent customer service and support through rendering assistance to callers by addressing their queries, feedback and requests</li> <li>• Understands the information provided and advises the callers on appropriate actions to be taken in accordance with the established Standard Operating Procedures (SOP)</li> <li>• Identifies and executes appropriate solutions to address customer queries, feedback and requests</li> <li>• Coordinates and activates the relevant parties to ensure callers are assisted to meet the expected services standards</li> <li>• Record the nature of calls, activations and assistances</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 days/ week, 44 hr/ week</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> Katong</li> </ul>


Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		rendered in the Daily Occurrence/clients' system <ul style="list-style-type: none"> <li>Abide by safety and/or security standards in the workplace according to organisational Workplace Safety and Health (WSH) practices</li> </ul>	
<b>Drafter</b> 	<ul style="list-style-type: none"> <li>Diploma or degree in Architecture, Civil Engineering, Building Technology, or related field.</li> <li>Proficient in CAD software (e.g., AutoCAD, Revit, MicroStation) and other drafting tools.</li> </ul>	<ul style="list-style-type: none"> <li>Prepare detailed drawings and plans based on designs from architects, engineers, or project managers</li> <li>Convert concept sketches, layouts, or designs into accurate technical drawings for construction or manufacturing</li> <li>Review and update drawings to comply with building codes, safety standards, and project specifications.</li> <li>Collaborate with architects, engineers, and other team members to resolve design or technical issues.</li> <li>Maintain organized records of drawings and revisions.</li> <li>Coordination drawings for on-site use.</li> <li>Any other ad-hoc assignments assigned by the Management.</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5.5 days/ week, 44 hr/ week</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> North</li> </ul>
<b>Electrical Engineer</b> 	<ul style="list-style-type: none"> <li>Diploma in Electrical Engineering or related electrical engineering qualification with at least 3 years of experience in related field &amp; local experience</li> </ul>	<ul style="list-style-type: none"> <li>Attend project meetings, site meetings &amp; site inspections.</li> <li>Review of drawings and technical submissions.</li> <li>Testing and commissioning of electrical and mechanical systems.</li> <li>Plan, forecast and track sub-contractors work progress, provide weekly scheduling and conduct daily coordination meeting to ensure project target timeline are met by sub-contractors,</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5.5 days/ week, 44 hr/ week</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> North</li> </ul>


Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		including logistic arrangement for daily operation needs. <ul style="list-style-type: none"> <li>Any other ad-hoc assignments assigned by the Management.</li> </ul>	
<b>Facilities Engineer</b> 	<ul style="list-style-type: none"> <li>Diploma or Degree in Mechanical, Electrical, Mechatronics, or Facilities Engineering.</li> <li>3–5 years of relevant experience in facilities or maintenance.</li> <li>Strong technical knowledge of HVAC, electrical, plumbing, and fire protection systems.</li> <li>Hands-on approach with good troubleshooting skills.</li> <li>Good communication and coordination skills to work with internal teams and external vendors.</li> <li>Able to work on standby or during weekends if required.</li> </ul>	<ul style="list-style-type: none"> <li>Oversee daily operations and maintenance of M&amp;E systems (HVAC, electrical, plumbing, fire protection, etc.) within the premises</li> <li>Carry out hands-on troubleshooting and repair works when required.</li> <li>Monitor performance and reliability of equipment and take corrective actions to reduce downtime.</li> <li>Scheduling and monitor preventive maintenance (PM) programs.</li> <li>Ensure maintenance records, checklists, and service reports are properly updated.</li> <li>Coordinate with contractors and vendors for servicing, calibration, and statutory inspections.</li> <li>Support the Facilities Manager in upgrading, installation, and improvement projects.</li> <li>Provide technical inputs and assist in supervision of contractors during project works.</li> <li>Ensure all facilities comply with regulatory requirements.</li> <li>Supervise and guide maintenance technician in daily work assignments.</li> <li>Work closely with internal and external team to support operational needs</li> <li>Report any major issues, incidents, or improvement needs to the Facilities Manager</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5.5 days/ week, 44 hr/ week</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> South</li> </ul>


Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<p><b>Facilities Manager (IoT, Digital Solutions)</b> </p>	<ul style="list-style-type: none"> <li>• Diploma with min. 10 years or Degree with min. 5 years in IT, Intelligent Building, Green FM, Engineering or Building Services.</li> <li>• Candidate with IT and digital knowledge in built environment will be an advantage.</li> <li>• Good communication (verbal and written) skills and possess strong presentation skills.</li> <li>• Ability to multi-task and manage multiple projects simultaneously.</li> <li>• Problem Solving &amp; Analysis</li> <li>• Passion in promoting digital transformation and technology solutions.</li> </ul>	<ul style="list-style-type: none"> <li>• Any other adhoc task</li> <li>• Manage and overseeing the entire lifecycle of Facility Management Enterprise System Platform and Facilities Maintenance Management System on site projects.</li> <li>• Budget &amp; Financial Management. Develop and manage the administrative budget, monitoring expenditures and identifying cost-saving opportunities.</li> <li>• Planning &amp; Integration of IoT Sensors, Smart Meters, Facilities Maintenance Management System, etc on site.</li> <li>• Implementation &amp; Installation IoT Sensors and etc. Oversee or coordinate the physical installation of IoT devices across the facility.</li> <li>• Monitoring &amp; Data Collection. Collation and analysis of information from the FM Enterprise System to facilitate decisions and report for stakeholders.</li> <li>• Maintenance &amp; Troubleshooting. Regular Maintenance. To perform routine checks to ensure sensors and IoT devices are functioning optimally.</li> <li>• Collaboration &amp; Reporting. Stakeholder Communication with stakeholder. Work with senior management, DSS teams, and other departments to report on sensor data insights, energy savings, and overall building performance.</li> <li>• Liaise with vendors, service providers, and contractors for</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 days/ week, 44 hr/ week</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> North</li> </ul>


Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		any necessary sensor replacements, upgrades, or system modifications. <ul style="list-style-type: none"> <li>• Provide training to facility staff on how to interact with or troubleshoot IoT sensor systems.</li> <li>• Ensure that end-users understand how data from sensors impacts their daily operations (e.g., energy savings through smart lighting systems).</li> <li>• To source, evaluating vendors and negotiating contracts to support project implementation.</li> <li>• Management of project timeline and expectation, while building strong relationships in the process to achieve customer satisfaction.</li> <li>• Any other assignments as and when directed by the Management</li> </ul>	
<b>Field Engineer</b> 	<ul style="list-style-type: none"> <li>• Major in Electronic, Electrical or Engineering</li> <li>• ITE or Diploma and above</li> </ul>	<ul style="list-style-type: none"> <li>• Site preparation and co-ordination, preparation of submission documents.</li> <li>• Coordinate &amp; liaise with various related parties including customer, sub-contractor on site to ensure project requirements are met.</li> <li>• Provide on-site installation, validation and commissioning of equipment</li> <li>• Perform hands-on site trouble shooting, service &amp; repairs ensure successful - implementation and smooth delivery of projects through effective planning, management and deployment of resources.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 days/ week, 44 hr/ week</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> Central</li> </ul>


Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Responsible for the implementation, testing and commissioning of system.</li> <li>Undertake any other duties and responsibilities as assigned by management, other ad-hoc duties when assigned</li> </ul>	
<p><b>Housekeeper/ Room Attendant</b></p>	<ul style="list-style-type: none"> <li>No formal education required</li> </ul>	<ul style="list-style-type: none"> <li>To maintain the highest standard of room and public area cleanliness and appearance, guest service</li> <li>To be responsible for the upkeep and cleanliness in the Housekeeping Department and Public Area cleaning.</li> <li>To make up beds and conduct room tidiness inspection</li> <li>To maximize cost effectiveness whilst maintaining the highest possible level of service to the guests of the Hotel and highest level of productivity.</li> <li>To handle and resolve all guest queries and complaints in an efficient manner and to establish an amicable relationship with all clients, customers and guests of the Hotel.</li> <li>Perform any other duties as and when required by Management.</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5 days, 6 days /week, 44 hr/ week</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Job Type:</b> Permanent</li> </ul>
<p><b>Instrumentation &amp; Control Engineer</b> </p>	<ul style="list-style-type: none"> <li>Diploma or Degree in Instrumentation Engineering, Electrical Engineering, Mechanical Engineering (HVAC), or related field.</li> <li>Minimum 3 years of experience in building automation, HVAC controls, or energy management.</li> </ul>	<ul style="list-style-type: none"> <li>Improve energy efficiency of existing buildings by analyzing, upgrading, and optimizing control systems to reduce energy consumption and operating costs.</li> <li>Design, program, and modify Building Management Systems (BMS) and control strategies</li> <li>Implement energy-saving measures such as scheduling,</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5 days/ week, 44 hr/ week</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> East</li> </ul>



Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Strong knowledge of BMS platforms.</li> <li>• Experience with PLC programming and control systems.</li> <li>• Understanding of HVAC systems and energy efficiency principles.</li> </ul>	<ul style="list-style-type: none"> <li>• demand control, and setpoint optimization.</li> <li>• Conduct energy audits and performance assessments.</li> <li>• Perform system commissioning, testing, and validation.</li> <li>• Integrate smart meters, sensors, and automation technologies.</li> <li>• Monitor system performance and recommend continuous improvements.</li> <li>• Ensure compliance with energy efficiency standards and local regulations.</li> <li>• Prepare technical reports, documentation, and cost-benefit analyses.</li> <li>• Strong communication and teamwork skills.</li> <li>• Problem-solving mindset and willingness to learn.</li> <li>• Any other duties as and when assigned by management.</li> </ul>	
<p><b>Laundry Attendant</b></p>	<ul style="list-style-type: none"> <li>• 6 days work week, able to work on weekend.</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for handling towels/linen/uniforms</li> <li>• Ensure that accounting and recording of towels/linen/uniforms are correctly done</li> <li>• Ensure that transferring of towels/linen/uniforms are correctly assigned and placed</li> <li>• To perform quality check at each section and towels/linen/uniforms accordingly</li> <li>• To ensure daily housekeeping are carried out</li> <li>• Any other assigned duties by the company</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 6 days/ week, 44 hr/ week</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> </ul>
<p><b>Maintenance Officer</b> </p>	<ul style="list-style-type: none"> <li>• Diploma/Degree with at least 5 years relevant working experience</li> </ul>	<ul style="list-style-type: none"> <li>• To manage tenant's fit-out/ reinstatement works and conduct timely handovers or</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5.5 days/ week,</li> </ul>


Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		takeover of units when required <ul style="list-style-type: none"> <li>• Ensure fortnightly checks are conducted to vacant units</li> <li>• Escalate feedback to OM where necessary</li> <li>• Attending to tenants enquired through emails when required</li> <li>• Facilitating repair, liaise with vendors and contractors where necessary</li> <li>• Report to OM in the event it cannot be rectified within a reasonable time</li> <li>• Obtain quotation for minor repairs</li> <li>• Manage vendors and contractors</li> </ul>	44 hr/ week <ul style="list-style-type: none"> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> Central</li> </ul>
<b>Operation Executive</b> 	<ul style="list-style-type: none"> <li>• Must possess at least GCE 'O' Levels and above</li> <li>• Proficient in Microsoft Office tools (Excel, Words, Power Point)</li> <li>• 2 years of working experience in operational roles is preferred</li> <li>• With own transportation is preferable</li> </ul>	<ul style="list-style-type: none"> <li>• Running the day-to day operations to achieve the goals and objectives of departments set</li> <li>• Attends to client's feedback or requests on all operational and carpark matters</li> <li>• Preparing and furnishing reports to clients according to contractual requirements with approval</li> <li>• Implements carpark in project stage with liaising with all relevant parties including submission of applications</li> <li>• Ensuring the high degree of customer satisfaction via consistency of service standards provided to clients</li> <li>• Coordinate with contractor for carpark defects rectification and housekeeping</li> <li>• Planning of day-to-day manpower deployment</li> <li>• Conduct sites audit/ inspection on EPS to ensure system functionalities</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 days/ week, 44 hr/ week</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> Islandwide</li> </ul>


Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Cascading organizational Workplace Safety and Health (WSH) practices</li> <li>• Making sure that all company policies and procedures are followed by employees at all times</li> <li>• Supports the Manager to ensure that effective controls are in place on day-to-day</li> </ul>	
<p><b>Operation Manager</b> </p>	<ul style="list-style-type: none"> <li>• GCE ‘N’ Levels certification</li> </ul>	<ul style="list-style-type: none"> <li>• Manage daily security operational activities at assigned project sites</li> <li>• Management of security officers</li> <li>• Budgeting and managing expenses as allocated</li> <li>• Managing customer relations and business operation processes</li> <li>• Develop Standard Operating Procedures and good practices to accomplish desired service standards</li> <li>• Any other ad-hoc assignments assigned by the Management.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 days/ week, 44 hr/ week</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> Katong</li> </ul>
<p><b>Projects Executive</b> </p>	<ul style="list-style-type: none"> <li>• At least 3 years of PM experience in M&amp;E systems installation.</li> <li>• Working at site-based at Changi Airport and able to travel from site to site (if required).</li> <li>• Strong interpersonal, observation, and reporting skills.</li> <li>• Able to work independently and in a fast-paced.</li> <li>• Willing to work irregular hours or weekends during critical project phases.</li> <li>• Strong coordination, planning, and</li> </ul>	<ul style="list-style-type: none"> <li>• Manage Chiller Plant upgrading project for a high rise commercial and office building</li> <li>• Conduct Green Mark and energy related audits as required, identifying potential energy and carbon reduction opportunities and strategies;</li> <li>• Develop energy and water savings initiatives and plans</li> <li>• Working closely with properties managers to provide accurate and informative reports</li> <li>• Self-driven, resourceful and a good team player</li> <li>• Help evaluate existing buildings for appropriate</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 days/ week, 44 hr/ week</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> East &amp; North</li> </ul>


Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	stakeholder management skills. <ul style="list-style-type: none"> <li>• Familiar with BMS, project scheduling tools</li> <li>• Good understanding of safety protocols and permit-to-work systems.</li> <li>• Proficient in Microsoft Office.</li> </ul>	energy conservation measures. <ul style="list-style-type: none"> <li>• Understand financial terms, payback, ROI and related energy saving calculations</li> <li>• Any other ad-hoc assignments assigned by the Management.</li> </ul>	
<b>Projects Manager</b> 	<ul style="list-style-type: none"> <li>• Candidate must possess at least a diploma in Project Management / Facilities Management / Engineering or equivalent with 5 years of relevant experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide leadership and direction on all project operations and activities such as the design, plan, schedule, scope and budget.</li> <li>• Manage and ensure completion of assigned upgrading / Additional &amp; Alteration (A&amp;A) works in accordance to the client’s expectation within the timeline and budget</li> <li>• Manage and negotiate consultant services on assigned projects. Monitors and evaluates the appropriateness and progress performed and completed by licensed or certified consultants.</li> <li>• Conduct quality assurance reviews to ensure that required work is satisfactorily performed and completed by certified consultants.</li> <li>• Monitors and reports on all phases of planning and construction</li> <li>• Provides direction on all project operations and activities such as the design, planning, schedule, project scope and project budget</li> <li>• Manage and monitor project fund which includes all payment to consultants, contractors and authorities</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5.5 days/ week, 44 hr/ week</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> East &amp; West</li> </ul>


Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<p><b>Property Executive</b> </p>	<ul style="list-style-type: none"> <li>Diploma in relevant discipline from recognized institution with min 3 years of relevant working experience.</li> </ul>	<ul style="list-style-type: none"> <li>Any other ad-hoc assignments assigned by the Management</li> <li>Assist and report directly to Building Manager (BM) in all operation &amp; maintenance concerns</li> <li>Oversee the facilities management within the premises</li> <li>Compiling the monthly utilities report and tabulations</li> <li>Monthly M&amp;E reports</li> <li>Assist to develop and implement of Standard Operating Procedures (SOP) as and where necessary</li> <li>Providing updates on ad-hoc and outstanding issues</li> <li>Attending to clients feedback or requests</li> <li>Coordinates the preventive and corrective maintenance works schedule with the contract and client.</li> <li>Inspect works carried out are proper and in satisfaction</li> <li>Liaising and managing contractors</li> <li>Planning of maintenance schedule</li> <li>Review and planning monthly maintenance schedule</li> <li>Oversee all work is carried out timely and smoothly by the staffs</li> <li>Any other ad-hoc assignments assigned by the Management.</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5.5 days/ week, 44 hr/ week</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> Central</li> </ul>
<p><b>Property Officer (ENG)</b> </p>	<ul style="list-style-type: none"> <li>Diploma/Degree with at least 3 years relevant working experience preferably with Commercial Building/ Grade A building experience</li> </ul>	<ul style="list-style-type: none"> <li>To manage tenant's fit-out/ reinstatement works and conduct timely handovers or takeover of units when required</li> <li>Ensure fortnightly checks are conducted to vacant units</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5 days/ week, 44 hr/ week</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Job Type:</b></li> </ul>


Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Escalate feedback to OM where necessary</li> <li>• Attending to tenants enquired through emails when required</li> <li>• Facilitating repair, liaise with vendors and contractors where necessary</li> <li>• Report to OM in the event it cannot be rectified within a reasonable time</li> <li>• Obtain quotation for minor repairs</li> <li>• Manage vendors and contractors</li> <li>• Any other ad-hoc assignments assigned by the Management</li> </ul>	<p>Permanent</p> <ul style="list-style-type: none"> <li>• <b>Location:</b> Central</li> </ul>
<p><b>Property Officer (IFS)</b>  </p>	<ul style="list-style-type: none"> <li>• Diploma in Building/ Facilities Management/ Building Services/ Engineering from a recognized institute of higher learning with Min 3 years of relevant working experience.</li> </ul>	<ul style="list-style-type: none"> <li>• To supervise of term contractors ie. security guards, landscape, pest control</li> <li>• Process of Addition &amp; Alteration works applications. It includes correspond with tenants and their renovation consultant in the process of A&amp;A work application to meet fire code requirements</li> <li>• Building inspection and ensure rectification of defects</li> <li>• Assess contractor’s quotations and to follow up with issuance of work orders</li> <li>• The candidate has to be well verse of BQ and taking off</li> <li>• To ensure completion of defect works to meet timeline</li> <li>• Update promptly and ensure proper closure of cases in CMMs iBase</li> <li>• Attend to complaints by tenants and liaise with term contractors for repair works</li> <li>• Ensure compliance to all service Level Agreement stipulated in the IFM contract</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5.5 days/ week, 44 hr/ week</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> Pasir Panjang</li> </ul>


Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<p><b>Security Officer (SO/SSO)</b></p>	<ul style="list-style-type: none"> <li>• Candidate must possess at least a Primary/Secondary School/ "O" Level, any field.</li> <li>• At least 1 year(s) of working experience in the related field is required for this position.</li> <li>• Candidates with First Aid Certificate will be preferred.</li> <li>• Candidates must possess a valid PLRD license.</li> <li>• Must be able to work shifts, weekends and public holiday when necessary.</li> <li>• Must be able to meet the physical requirements of the job which include long hours of patrolling and standing.</li> </ul>	<ul style="list-style-type: none"> <li>• Any other ad-hoc assignments assigned by the Management</li> <li>• Conduct security monitoring with the use of surveillance systems, detect and report security breaches</li> <li>• Administer access control and alarm monitoring systems to manage access into sensitive and restricted areas</li> <li>• Respond to security incident and emergencies and report to key Management staff when necessary</li> <li>• Keep vigilance against threats of workplace violence and terrorist activities to ensure personnel safety and security</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5-6 days/ week, 44 hr/ week</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> </ul>
<p><b>Senior Operations Manager (Facilities)</b> </p>	<ul style="list-style-type: none"> <li>• Degree in Engineering /Building/Facilities/Estat e Management or relevant disciplines with proven management. background and managed est. 20,000 sqm in the past 5 yrs.</li> <li>• Min. 8 years of relevant experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Oversee the overall performance of Service teams within the contract.</li> <li>• Responsible for manpower resource planning, budget management, and ensuring compliance to maintain a safe working environment.</li> <li>• Ensure contract compliance and meet or exceed KPIs.</li> <li>• Foster a culture of service excellence and continuous improvement</li> <li>• Monitor and update account processes and procedures</li> <li>• Collaborate with Site Lead to develop and execute strategic business plans</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5.5 days/ week, 44 hr/ week</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> West</li> </ul>



Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Maintain data integrity in management systems</li> <li>• Deliver contractual and ad-hoc reports punctually</li> <li>• Support engineering during planned or unplanned power shutdowns.</li> <li>• Uphold safety protocols and crisis management procedures</li> <li>• Oversee supply chain delivery, ensuring service quality</li> <li>• Ensure accurate and timely financial reporting and billing</li> <li>• Manage staff performance, development and recruitment</li> <li>• Enforce compliance with Health, Safety, Environmental and Risk Management policies.</li> <li>• Cultivate teamwork, collaboration and personal development within the team.</li> <li>• Manage workload, resourcing and succession planning</li> <li>• Any other ad-hoc works assignment by the management.</li> </ul>	
<p><b>Senior Property Manager</b> </p>	<ul style="list-style-type: none"> <li>• Candidate must possess at least a diploma in Estate Management, Building Services Engineering or equivalent.</li> <li>• Minimum 5 years of MCST experience for Diploma holders and have experience in handling more than 500 units.</li> <li>• Good knowledge of BMSMA Act.</li> </ul>	<ul style="list-style-type: none"> <li>• Overall Property Management of the Estate that he/she assigned to include soft Services such as Pest Control, Landscape, Cleaning and Security</li> <li>• Required to plan, formulate, manage and oversee the fitting-out, operations, maintenance and upkeep of buildings and land area</li> <li>• Supervise and manage contractors in fulfilling their contractual obligation and ensure smooth operation of the buildings</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 days/ week, 44 hr/ week</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> Katong</li> </ul>

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Attend to feedback by tenants/ clients, to recommend and take remedial actions in a timely manner</li> <li>• Promote good relations with our staff, contractors and management</li> <li>• Ensure renewal of Managing Agent service contract</li> <li>• Ensure all preventive maintenance programs for all M&amp;E/ building equipment in compliance with relevant legislations and safe work procedures</li> <li>• Conduct monthly council meeting and Annual General Meeting</li> <li>• Oversee preparation of annual budget and implement cost saving measures</li> <li>• Provide timely guidance and advices for Site Team under his/her charge</li> <li>• Any other ad-hoc assignments assigned by the Management</li> </ul>	
<p><b>Software Engineer</b> </p>	<ul style="list-style-type: none"> <li>• Bachelor's degree in computer science or related fields like software engineering, information technology or mathematics.</li> <li>• Degree from another field may also be acceptable, provided the candidate possesses the necessary knowledge and skills for the job.</li> <li>• Coursework in computer science typically covers programming languages, algorithms, data structures,</li> </ul>	<ul style="list-style-type: none"> <li>• Writing code that implements the functionality of an application.</li> <li>• Understanding the project requirements and designing its architecture accordingly.</li> <li>• Test the system to guarantee its functionality which may require fixing bugs or other issues during development.</li> <li>• Any other ad-hoc assignments assigned by the Management.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 days/ week, 44 hr/ week</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> Central</li> </ul>


Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	computer architecture, software engineering and database systems.		
<b>System Engineer</b> 	<ul style="list-style-type: none"> <li>• Minimum requirements for Education: At least Diploma and Bachelor's Degree in engineering, Computer Science or Information Technology</li> <li>• At least 1 years experience in system implementation, maintenance and technical support</li> <li>• At least 1 years experience on multi OS platform installation such as LINUX and Windows Servers</li> <li>• Knowledgeable in administrating and maintaining SQL Database</li> <li>• Knowledgeable in administrating and maintaining virtualise environment</li> <li>• Good understanding of Linux networking and security</li> <li>• Experience in maintaining servers, storage and PC servers</li> <li>• Knowledgeable of troubleshooting and debugging live software systems</li> </ul>	<ul style="list-style-type: none"> <li>• Configuration system and support of Car parking Systems</li> <li>• Perform system testing, problem analysis, troubleshooting and draw conclusions to the service/project/software team</li> <li>• Prepare procedures, user documentation, operation manual, test procedures and test reports</li> <li>• Provide support during system testing and live system</li> <li>• Work with users to understand their problems or new requirements</li> <li>• Any other ad hoc duties as assigned by the management</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 days/ week, 44 hr/ week</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> Central</li> </ul>
<b>Technical Executive</b> 	<ul style="list-style-type: none"> <li>• Diploma in Facilities Management, Engineering, Estate Management or other relevant qualifications from a recognized institute with minimum 3 years relevant experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Assist and report directly to Building Manager (DBM) in all operation &amp; maintenance concerns:</li> <li>• Oversee the facilities management within the premises</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5.5 days/ week, 44 hr/ week</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b></li> </ul>


Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Possess WSHO/FSM or other relevant certificates.</li> </ul>	<ul style="list-style-type: none"> <li>• Compiling the monthly utilities report and tabulations</li> <li>• Monthly M&amp;E reports</li> <li>• Assist to develop and implement of Standard Operating Procedures (SOP) as and where necessary</li> </ul> <p>Interfacing with the clients:</p> <ul style="list-style-type: none"> <li>• Attend monthly meeting with client &amp; prepares the minutes of the meeting</li> <li>• Providing updates on ad-hoc and outstanding issues</li> <li>• Attending to clients feedback or requests</li> <li>• Coordinates the preventive and corrective maintenance works schedule with the contract and client.</li> </ul> <p>Coordinate and manage projects:</p> <ul style="list-style-type: none"> <li>• Provide costing and proposals for ad-hoc works/projects</li> <li>• Evaluate the quotations submitted by contractor and provide a formal quotation to the client</li> <li>• Inspect works carried out are proper and in satisfaction</li> <li>• Liaising and managing contractors</li> </ul> <p>Leading the on-site technical teams:</p> <ul style="list-style-type: none"> <li>• Provide guidance, training and supervision to technical staffs to ensure proper execution of assigned task</li> <li>• Planning of maintenance schedule</li> <li>• Review and planning monthly maintenance schedule</li> </ul>	<p>Permanent</p> <ul style="list-style-type: none"> <li>• <b>Location:</b> East</li> </ul>

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Oversee all work is carried out timely and smoothly by the staffs</li> <li>Any other ad-hoc assignments assigned by the Management.</li> </ul>	
<p><b>Technical Officer</b> </p>	<ul style="list-style-type: none"> <li>Higher NITEC or NTC-2 Certificate in Electrical Engineering / Mechanical Engineering / Air-conditioning / Building Services or its equivalent with at least five (5) years of post-graduation working experience in maintaining building services including M&amp;E and AV system.</li> <li>First Aid Course (CPR + AED) certified</li> <li>Experienced in operating and basic troubleshooting of meeting rooms AV equipment</li> <li>Competency in basic troubleshooting of electrical power trip &amp; ACMV issues</li> </ul>	<p>Daily routine</p> <ul style="list-style-type: none"> <li>Inspections of the premises to check for abnormality and defects</li> <li>Support to cover reception service whenever receptionist is absence</li> <li>General handyman works inclusive of changing of light bulbs and minor repair of lock sets, door closer, etc (replacement parts are not included)</li> <li>Setting up, testing of Meeting room (Testing of AV system)</li> <li>Escort client’s contractors as and when required</li> <li>Support to cover reception service whenever receptionist is absence</li> <li>Any other ad-hoc assignments assigned by the Management.</li> </ul> <p>Assist and report directly to Facility Executive in all operation &amp; maintenance concerns:</p> <ul style="list-style-type: none"> <li>Oversee the facilities management within the premises</li> <li>Compiling the monthly utilities report and tabulations</li> <li>Prepare Monthly M&amp;E reports</li> <li>Assist to develop and implement of Standard Operating Procedures (SOP) as and where necessary</li> </ul> <p>Interfacing with the clients:</p>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5 days/ week, 44 hr/ week</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Job Type:</b> Permanent</li> </ul>

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Attend monthly/ad-hoc meeting with clients &amp; stakeholders</li> <li>• Providing updates on ad-hoc and outstanding issues</li> <li>• Attending to client/User feedback or requests</li> <li>• Coordinates the preventive and corrective maintenance works schedule with the contractor and client.</li> </ul> <p>Coordinate and manage projects:</p> <ul style="list-style-type: none"> <li>• Provide costing and proposals for ad-hoc works/projects</li> <li>• Evaluate the quotations submitted by contractor and provide a formal quotation to the client</li> <li>• Inspect works carried out are proper and satisfactory</li> <li>• Liaising and managing contractors</li> <li>• Inspect and check on site that works orders have been carried out accordingly</li> </ul>	
<p><b>Technician</b> </p>	<ul style="list-style-type: none"> <li>• Higher NITEC or NTC-2 Certificate in Electrical Engineering / Mechanical Engineering / Air-conditioning / Building Services or its equivalent with at least five (5) years of post-graduation working experience in maintaining building services including plumbing.</li> <li>• Compulsory certification (to obtain all certifications within 3 months upon appointment):</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for maintaining proper equipment listing, inspections of the buildings</li> <li>• Report on maintenance issues and critical incidence and to supervise contractor &amp; technician</li> <li>• Inspect and check on site that works orders have been carried out accordingly and on time agreed</li> <li>• Carry out preventive and corrective maintenance work</li> <li>• Any other ad-hoc assignments assigned by the Management</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5.5 days/ week, 44 hr/ week</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> East</li> </ul>

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• WSQ Supervise Construction Work for WSH</li> <li>• bizSAFE Level 2</li> <li>• WSQ Implement Incident Management Processes</li> <li>• Occupational First Aid Course</li> <li>• Breathing Apparatus Course</li> <li>• WSQ Respond to Fire and HazMat Emergency</li> </ul>		

[Click Here for Table of Content](#)

## #5 EM Services

A joint venture between the Housing & Development Board and Keppel Land Limited, EM Services came into existence in 1988 and today, is one of Singapore's largest estate and property management company with a suite of services across residential, commercial & industrial properties and also student accommodation.

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<b>Contract Officer / Manager</b>	<ul style="list-style-type: none"> <li>• Recognised university degree in Estate Management / Building or recognised qualifications</li> <li>• Good experience in maintenance contracts</li> <li>• Good Team player</li> <li>• Good problem solver</li> </ul>	<ul style="list-style-type: none"> <li>• Check and ensure accuracy of project cost estimates and specifications for all Cyclical, Additions &amp; Alterations and Improvement Works</li> <li>• Prepare, call and administer the various tenders for the routine maintenance works, services and supplies</li> <li>• Provide advice on the selection of suitable contractors / specialists for routine maintenance works, services and supplies</li> <li>• Monitor maintenance budget and prepare progress payments to ensure cash flow projections are met and payment are promptly made to contractors / suppliers</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 days/ week, 8am to 5pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 201 Kim Tian Road (S)160201</li> </ul>

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<b>Customer Relations Assistant</b>	<ul style="list-style-type: none"> <li>• NITEC/Higher NITEC</li> <li>• One year of customer support experience</li> <li>• Ability to multi-task effectively</li> </ul>	<ul style="list-style-type: none"> <li>• Handle resident enquiries and feedback through phone, email, and walk-ins while performing general administrative duties and case follow-ups.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 days/ week, 8am to 5pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 201 Kim Tian Road (S)160201</li> </ul>
<b>Customer Service Officer</b>	<ul style="list-style-type: none"> <li>• Minimally Diploma graduate or equivalent or Experience work under Call agents</li> <li>• Able to communicate fluently in English and at least one other language to attend to non-English speaking customers</li> <li>• Prior experience in a call centre environment is preferred</li> <li>• Candidates with prior customer service experience in other businesses and operations may be considered as well</li> <li>• Possesses a customer service mind set and is able to empathise with customers and quickly grasp the issues they're facing</li> <li>• Curious and excited by the challenge of solving both simple and difficult problems for customers</li> <li>• *Candidates who are open to perform rotating shift work is</li> </ul>	<ul style="list-style-type: none"> <li>• Handle calls and emails promptly by providing accurate and timely information, alternatives and solutions to customers on relevant products and services</li> <li>• Respond to customers' queries and concerns with the aim of achieving first call resolution satisfactorily</li> <li>• Depending on the projects assigned, candidates may be required to perform cross selling and upselling of products and services to existing customers and prospects</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 days/ week, 8.30am to 6pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Contact</li> <li>• <b>Location:</b> 18 Jalan Kilang Timor (S)159309</li> </ul>

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	preferred (Daily shift Allowance is payable)		
<b>Finance &amp; Admin Manager</b>	<ul style="list-style-type: none"> <li>Degree in Accounting/ACCA, minimum 3 years' experience in accounting and related areas (internal control, governance, risk management, audit), strong analytical skills, and ability to work under stress.</li> </ul>	<ul style="list-style-type: none"> <li>Oversee finance operations including income verification,</li> <li>arrears management, budgeting, reconciliation of accounts,</li> <li>preparation of financial statements, and supervision of Finance &amp;</li> <li>Admin Assistants.</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5 days/ week, 8am to 5pm</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> 201 Kim Tian Road (S)160201</li> </ul>
<b>Internal Audit Assistant Manager - Construction Related Audits</b>	<ul style="list-style-type: none"> <li>A good Diploma in Structural &amp; Civil Engineering/Building/Quantity Surveying/Estate Management/Construction Management or equivalent from a recognised polytechnic or relevant professional qualification.</li> <li>Relevant experience of at least 3 years in construction management with exposure in handling projects covering work relating to technical appraisals, cost estimates, site checks and quantity measurement.</li> <li>Proficiency in Microsoft Office applications (i.e. Word, Excel and Powerpoint).</li> <li>Knowledge in data analytics tools will be an advantage.</li> <li>Good organisational and interpersonal skills with ability to interact</li> </ul>	<ul style="list-style-type: none"> <li>Gather and analyse information required for the planning of each audit assignment.</li> <li>Assist in the design of audit program (including audit procedures and audit tests) of each audit assignment.</li> <li>Based on the approved audit program, perform internal audit work (including follow-up of past audit issues) and gather evidence in accordance with the internal audit standards.</li> <li>Audit work include evaluation of technical appraisals of the project and cost estimates, site check to ascertain that work done on site comply with drawings and specifications, verification of accurate payment for work done based on measurement of quantity and correct rates being applied.</li> <li>Evaluate the effectiveness and efficiency of business processes (including internal controls and risk management), and ensure</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5 days/ week, 8am to 5pm</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> 201 Kim Tian Road (S)160201</li> </ul>

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>effectively with multi-disciplinary colleagues at all levels</p> <ul style="list-style-type: none"> <li>• Strong problem solving and analytical skills with high attention to details.</li> <li>• Ability to exercise objective judgement with strong logical and critical thinking skills.</li> </ul>	<p>compliance with regulatory requirements and Company’s policies and procedures for construction-related operations.</p> <ul style="list-style-type: none"> <li>• Document accurate audit work performed and audit result in a clear and organised manner, supported by audit evidence (such as comprehensive site photo) for review by Team leader.</li> <li>• Resolve review notes and apply learning to future assignments.</li> <li>• Identify, develop and draft comprehensive audit observations (including root causes and risks) on weaknesses in control environment, and make value-added recommendations for process improvements.</li> <li>• At the end of fieldwork review, assists Team Leader in conducting closing meetings to communicate draft audit findings to management.</li> <li>• Assist Team Leader in finalizing the audit findings, recommendations and reports, and collate management responses and action plans to mitigate risk.</li> <li>• Track issues identified by Internal Audit and external auditors, and monitor implementation progress of management action plans.</li> <li>• Conduct validation review on management remediation actions to address control deficiencies.</li> </ul>	

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Assist in developing Annual Internal Audit Plan using a risk-based approach.</li> <li>Assist in the preparation of deliverables such as audit reports and presentation materials to Management and Audit Committee.</li> </ul>	
<p><b>Internal Audit Manager / Senior Manager (Business Audits)</b></p>	<ul style="list-style-type: none"> <li>Degree in Accountancy/ACCA or professional CA qualification with CIA certification. CISA or CFE certification would be an advantage.</li> <li>At least 6 years of experience in internal audit, preferably in construction or engineering services industry with exposure in Big 4 accounting firms.</li> <li>Proficiency in the use of data analytics tools (e.g. ACL, IDEA, Power BI, tableau, etc).</li> <li>Self-driven individual who is adaptable to changing priorities and different challenges and thrives in a fast paced and dynamic environment.</li> <li>Good interpersonal and collaborative skills with ability to exercise objective judgement.</li> <li>Ability to influence and interact with confidence and develop trusted relationships with key stakeholders, management and multi-disciplinary staff across different levels.</li> </ul>	<ul style="list-style-type: none"> <li>Manage end-to end audit cycle for multiple audit assignments, including outsourced auditors for complex audit projects.</li> <li>Lead the planning of assigned internal audit project and design audit program and audit tests to ascertain the state of internal controls and compliance with corporate policies, guidelines and regulatory requirements.</li> <li>Provide guidance to the audit team to conduct review of key internal control procedures, risk and control matrix including data analytics, and complete the audit project in a timely manner while maintaining audit quality to provide independent assurance.</li> <li>Ensure proper audit evidence are obtained and audit documentation are carried out in accordance with internal audit standards.</li> <li>Evaluate the adequacy and effectiveness of business process to identify key risk areas and gaps / weaknesses/deficiencies in internal control and non-compliance with policies and procedures and regulatory requirements.</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5 days/ week, 8.30am to 6pm</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> 201 Kim Tian Road (S)160201</li> </ul>

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Strong communication (verbal and written) and good report writing and presentation skills with strong problem-solving and logical thinking skills.</li> <li>• Meticulous and resourceful with high level of commitment and initiative.</li> <li>• Possess the passion to lead by example with strong organisational and critical thinking skills.</li> <li>• Ability to work effectively as a team player/leader, with excellent analytical and the requisite managerial skills to manage detailed/technical work without losing sight of 'big picture' issues.</li> <li>• Maintain high level of integrity and professional standards with continuous professional development.</li> </ul>	<ul style="list-style-type: none"> <li>• Recommend business focused solutions to mitigate risks, improve internal controls, risk management and governance processes, and enhance the effectiveness and efficiency of operations.</li> <li>• Maintain proper documentation of findings and follow up closely with the business units to ensure prompt and substantive resolutions of audit issue for reporting to the Audit Committee.</li> <li>• Ensure concise and comprehensive audit reports are submitted for review and conduct presentation to the Management, the Audit Committee and the Board of Directors.</li> </ul>	
<p><b>Project Executive (Civil Structural)</b></p>	<ul style="list-style-type: none"> <li>• Diploma in Building / Quantity Surveying / Construction Management / Civil Engineering / NCCS or related</li> <li>• Candidate with Resident Technical Officer Certification preferred</li> <li>• Min. 2 years of related working experience</li> </ul>	<ul style="list-style-type: none"> <li>• Carry out site supervision in compliance with contracts specifications and drawings for Addition &amp; Alteration, Repair &amp; Redecoration and Reroofing Works.</li> <li>• Handle contract administration duties pertaining to projects supervised.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5.25 days/ week, 8am to 5pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Contract</li> <li>• <b>Location:</b> 201 Kim Tian Road (S)160201</li> </ul>

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<b>Project Manager (Civil Structural)</b>	<ul style="list-style-type: none"> <li>Has relevant tertiary or professional qualifications or Diploma in Building/ Quantity Surveying / Building Management &amp; Maintenance / Construction Management / Structural &amp; Civil Engineering</li> <li>Preferably with at least 2 years of relevant experience in handling building/ maintenance related projects from inception to completion</li> <li>Have a good understanding of WSHA</li> <li>Proficient in Microsoft Word, Excel, Powerpoint and Microsoft Project</li> <li>Has effective communication &amp; negotiation skills</li> <li>Able to multitask and manage time efficiently</li> </ul>	<ul style="list-style-type: none"> <li>Conduct feasibility study and site survey to determine the scope of the project</li> <li>Oversee tender management including preparing tender document, conducting tender / quotation / pre-qualification exercises, evaluate tenders and recommend selection of contractors</li> <li>Lead the project team in the execution of Repairs &amp; Redecoration, reroofing and Additions &amp; Alterations projects</li> <li>Carry out periodic site inspections</li> <li>Oversee budget &amp; cost control for projects</li> <li>Manage of Contractors &amp; Consultants</li> <li>Other duties as assigned from time to time</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5 days/ week, 8am to 5pm</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Job Type:</b> Contract</li> <li><b>Location:</b> 201 Kim Tian Road (S)160201</li> </ul>
<b>Project Manager (Engineering)</b>	<ul style="list-style-type: none"> <li>Candidate must possess at least a Bachelor's Degree, Professional Degree, Engineering (Civil), Engineering (Mechanical / Electrical / Electronics/ Mechatronics), Project Management or equivalent.</li> <li>At least 3 year(s) of working experience in the related field is required for this position.</li> <li>WSQ Manage Workplace Safety and Health in Construction</li> </ul>	<ul style="list-style-type: none"> <li>Responsible for all activities on the project, the field team and people on site ensuring that quality and safety standards are not compromised.</li> <li>Projects must be delivered on time, oversee budget and cost control and in accordance with the contract scopes and specifications.</li> <li>To prepare and submit progress reports, progress claims, safety reports, materials to purchase and ad-hoc reports for projects.</li> <li>Liaison will be required with the clients and consultants for</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5 days/ week, 8am to 5pm</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> 18 Jalan Kilang Timor (S)159309</li> </ul>

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>Sites (CSCPM) or Construction Safety Course for Project Managers – CSCPM Certification</p> <ul style="list-style-type: none"> <li>• Proficient in Microsoft Word, Excel, Powerpoint and Microsoft Project</li> <li>• Has effective communication (written and verbal) &amp; negotiation skills</li> <li>• Able to multitask and manage time efficiently</li> <li>• Able to perform under pressure in a fast paced environment</li> <li>• Good team player and able to work independently with minimum supervision</li> <li>• Desire to learn and possesses positive attitude with results</li> </ul>	<p>design and with management team, supply chain and vendors, suppliers, sub-contractors and internal support functions.</p> <ul style="list-style-type: none"> <li>• Coordination and liaise with Architects/ Consultants / Main Contractors / Vendors / Sub-Contractors / Clients and Authorities.</li> <li>• The candidate will be fully accountable for the overall financial result of each project and will be expected to regularly monitor and review progress against plan and where necessary to take action to mitigate on overspending in costs.</li> <li>• Lead the project team in the execution of projects.</li> <li>• Project planning and resource allocation.</li> <li>• Conduct site survey (pre-commencement, post project etc).</li> <li>• Documentation and effectively communication with external parties and internal departments (approval of drawings, samples, schedule, delays, technical clarifications, EOT, etc).</li> <li>• To attend site meetings with customers and vendors.</li> <li>• Other duties as assigned from time to time.</li> </ul>	
<p><b>Property Manager</b></p>	<ul style="list-style-type: none"> <li>• Degree in Building Services / Facilities Management / Real Estate</li> <li>• Business or other building related degree</li> </ul> <p>Entry level candidates with relevant</p>	<ul style="list-style-type: none"> <li>• Oversee the team in management and maintenance of buildings and common properties.</li> <li>• Administer tenancy/ lease related matters.</li> <li>• Managing yearly budgets and doing presentations</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5.25 days/ week, 8am to 5pm</li> <li>• <b>Employment Type:</b> Full Time</li> </ul>

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>qualification welcome to apply</p> <ul style="list-style-type: none"> <li>• Candidates with more years of relevant position will be considered for a senior role</li> <li>• Must be a team player with high integrity, leadership, problem solving and interpersonal skills</li> <li>• Able to work under pressure and tight deadlines</li> </ul>	<ul style="list-style-type: none"> <li>• Work closely with councillors, residents, grassroots organisations and relevant government agencies.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 201 Kim Tian Road (S)160201</li> </ul>
<b>Property Officer</b>	<ul style="list-style-type: none"> <li>• Candidate must possess at least a Professional Certificate/NiTEC, Diploma, Advanced/Higher/Graduate Diploma, Property Development/Real Estate Management or equivalent</li> <li>• Diploma in Building / Facilities Management / Real Estate Business / Intelligent building</li> <li>• Non-Diploma holders are required to have at least 3 years experience in Facilities Management (minimally Nitec)</li> <li>• Entry-level candidate with relevant Diploma are welcome to apply</li> <li>• Able to work under pressure and willing to do overtime</li> </ul>	<ul style="list-style-type: none"> <li>• Carry out estate inspection, identify building defects and supervise maintenance and improvement works.</li> <li>• Attend to residents/tenants' enquiries, monitor contractors' performance and manage arrear cases.</li> <li>• Working with grassroots leaders on maintenance issues and to organize activities</li> <li>• Any ad hoc duties as assigned by the supervisor</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5.25 days/ week, 8am to 5pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 201 Kim Tian Road (S)160201</li> </ul>
<b>Public Relations Manager / Executive</b>	<ul style="list-style-type: none"> <li>• Diploma / Degree in Mass Communications / Digital Media Production / Marketing or other equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Support the Strategic Communications &amp; Public Relations Team to develop communications content and publicity deliverables</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 days/ week, 8am to 5pm</li> <li>• <b>Employment Type:</b></li> </ul>

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>educational qualifications</li> <li>• Good knowledge in sustainability &amp; green practices is a plus</li> <li>• Good copywriting skills with strong command of written and spoken English</li> <li>• Fluent in a 2nd language</li> <li>• Knowledge of design and editing softwares (eg. Canva / Photoshop / Illustrator / InDesign / Premiere Pro / iMovie)</li> <li>• Knowledge of photography and videography</li> <li>• Good understanding of SEO/SEM, digital marketing tools and social media platforms</li> <li>• Good understanding of social media trends and current affairs</li> <li>• A good team player</li> </ul>	<ul style="list-style-type: none"> <li>• Work with community partners and other government agencies to curate content and organise community outreach initiatives</li> <li>• Support the curation and management of content for social media and estate publicity</li> <li>• Support digital media productions and webinars for townhall meetings</li> <li>• Track daily news outlets</li> <li>• Attend to feedback and incidents, when necessary</li> </ul>	<ul style="list-style-type: none"> <li>Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 201 Kim Tian Road (S)160201</li> </ul>
<b>Senior Finance Admin Assistant</b>	<ul style="list-style-type: none"> <li>• Nitec/Higher Nitec/Diploma in Accounting</li> <li>• Have positive working attitude, proactive and meticulous</li> <li>• Proficient in Microsoft Office (Word and Excel)</li> <li>• Good communication and interpersonal skills</li> <li>• Minimum 1 year of relevant accounting work experience preferred</li> <li>• Half working Saturday once every 3 weeks</li> </ul>	<ul style="list-style-type: none"> <li>• Perform counter duties on rotation basis (e.g. collection of payments, attending to resident enquiries, etc.)</li> <li>• Perform accounting duties such as bank reconciliation, A/R, A/P, invoicing, data entry, invoicing, etc.</li> <li>• Handle general administrative duties</li> <li>• Assist in preparing monthly reports, perform day-end closing, prepare payment vouchers &amp; reminder notices</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 days/ week, 8am to 5pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 201 Kim Tian Road (S)160201</li> </ul>

## #6 Exceltec Property Management

Incorporated in 1997, Exceltec is an established property and facilities management company providing one-stop property solutions in Singapore. These solutions cater to

commercial, retail and industrial sectors and include core services such as property and asset management and integrated facilities management. Over the years, our company has shot up its ranking in the SME 1000. The ranking helps in credibility building, raising visibility, benchmarking, and employee motivation. Today, Exceltec is a dynamic firm that prides itself on its customer-centric and innovative approach to problems. The Company's strong ability to constantly innovate and adapt to tackle any curve ball that comes its way has enabled it to thrive.

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<b>Accounts Officer / Executive (MCST)</b>	<ul style="list-style-type: none"> <li>• Candidate must possess at least a Diploma, Advanced/ Higher/ Graduate Diploma in Accountancy or equivalent.</li> <li>• At least 3-5 years of working experience in the related field is required for this position.</li> <li>• Able to multi-task and work under pressure with sometimes tight reporting timelines.</li> <li>• Proficient in MS Office, especially Excel and other related IT programs.</li> <li>• Willingness to learn with a pleasant disposition.</li> <li>• A team player who is meticulous, self-motivated, and independent with a strong sense of responsibility.</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for the full set of accounts of multiple clients and other matters relating to the respective set of accounts.</li> <li>• Ensure accounts are closed on time and according to the agreed date for submission to clients for the monthly meeting.</li> <li>• Ensure accounting records and treatment comply with SOP and Accounting Standards.</li> <li>• General billing to be sent to sub-proprietors and relevant parties within the stipulated timeline.</li> <li>• Timely update of receipts to send monthly statements and reminders to sub-proprietor within deadlines.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 days/ week, 8.30am to 6pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 2 Jurong East Street 21 (S)609601</li> </ul>
<b>Administrative Assistant/ Officer (MCST)</b>	<p>Education</p> <ul style="list-style-type: none"> <li>• "N" &amp; "O" Levels/NITEC/Higher NITEC/WSQ Diploma in real estate management, business administration, or a related field.</li> </ul>	<ul style="list-style-type: none"> <li>• The MCST Admin Officer is responsible for providing comprehensive administrative support to the MCST Property Management team.</li> <li>• This role ensures the smooth and efficient operation of administrative functions within the management office, supporting the team in</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5.5 days/ week 9am - 6pm, 9am - 1pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b></li> </ul>

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>Certification</p> <ul style="list-style-type: none"> <li>• Relevant certifications from institutions like SISV, BCA, or equivalent will have an added advantage.</li> </ul> <p>Experience</p> <ul style="list-style-type: none"> <li>• Minimum one (1) year experience in property management, particularly instrata-living contexts.</li> </ul> <p>Legal Knowledge</p> <ul style="list-style-type: none"> <li>• Familiarity with regulations governing MCSTs, e.g. BMSMA.</li> </ul> <p>Computer Literacy</p> <ul style="list-style-type: none"> <li>• Basic competency in Microsoft Office Suite. Familiarity with property management software is a plus.</li> <li>• Familiarity with property management software is a plus.</li> </ul>	<p>delivering exceptional service to residents and stakeholders.</p> <ul style="list-style-type: none"> <li>• The MCST Admin Officer plays a key role in maintaining accurate records, facilitating communication, and coordinating various activities that contribute to the effective management of strata-titled properties.</li> </ul>	<p>Permanent</p> <ul style="list-style-type: none"> <li>• <b>Location:</b> 2 Jurong East Street 21 (S)609601</li> </ul>
<p><b>Administrative Executive (IFM)</b></p>	<ul style="list-style-type: none"> <li>• GCE O Level / A Level / Nitec / Higher Nitec / Diploma in Business Admin, Accounting, or related fields.</li> <li>• Basic finance/accounting knowledge (e.g., invoices, quotations, cost checking).</li> <li>• 1–3 years of admin experience preferred; FM/IFM experience is a plus.</li> <li>• Strong attention to detail, accurate data handling, and good organisational skills.</li> </ul>	<p>About the Role</p> <ul style="list-style-type: none"> <li>• As part of the Integrated Engineering Facilities Management (IFM) team, you will handle documentation, reporting, and administrative coordination for day to day FM operations.</li> <li>• You will support the Facilities Manager (FM), Assistant Facilities Managers (AFMs), and Facilities Management Executives (FMEs) in ensuring smooth operations across multiple sites.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5.5 days/ week 9am - 6pm, 9am - 1pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 2 Jurong East Street 21 (S)609601</li> </ul>

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Proficient in MS Office (Excel/Word) and comfortable with digital systems.</li> <li>• Good communication skills and a positive, service oriented attitude.</li> </ul>	<p>Key Responsibilities</p> <ul style="list-style-type: none"> <li>• Maintain and update FM records, reports, and documentation (CMMS, shared folders).</li> <li>• Prepare basic reports, meeting minutes, correspondence, and administrative paperwork.</li> <li>• Assist with consolidation and checking of weekly/monthly operational data.</li> <li>• Handle procurement and finance related tasks such as quotation processing, invoice verification, PR/PO creation, and cost tracking.</li> <li>• Liaise with vendors and subcontractors for document submissions and scheduling.</li> <li>• Coordinate meetings, logistics, and communication with schools and internal teams.</li> <li>• Support audit preparations, evidence collation, and compliance documentation.</li> </ul>	
<p><b>Assistant Facilities Manager (IFM – Multi-Site)</b></p>	<ul style="list-style-type: none"> <li>• To be successful in this role, you will need to have the followings: -</li> <li>• Diploma/Degree in Facilities Management / Building Services / M&amp;E Engineering or related.</li> <li>• 5–8 years relevant FM/IFM experience (institutional / campus / large-site preferred).</li> <li>• At least 2 years people/team leadership experience.</li> <li>• Strong stakeholder management, reporting discipline, and contractor control.</li> </ul>	<p>About the Role</p> <ul style="list-style-type: none"> <li>• We are hiring an Assistant Facilities Manager (AFM) to support delivery of an Integrated Facilities Management (IFM) contract across multiple institutional sites.</li> <li>• You will lead and supervise Facilities Management Executives (FMEs), drive service recovery, ensure compliance, and manage operational reporting.</li> </ul> <p>Key Responsibilities</p> <ul style="list-style-type: none"> <li>• Supervise, coach and manage FMEs across assigned sites,</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5.5 days/ week 9am - 6pm, 9am - 1pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 2 Jurong East Street 21 (S)609601</li> </ul>

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Comfortable with CMMS/Helpdesk systems and site documentation.</li> <li>• Willing to support standby / after-hours work when required.</li> </ul>	<ul style="list-style-type: none"> <li>• plan coverage and continuity support.</li> <li>• Oversee day-to-day operations and ensure KPIs / service level standards are met.</li> <li>• Handle escalations, stakeholder issues and complex operational matters.</li> <li>• Consolidate and validate reports; analyse trends and implement corrective actions.</li> <li>• Ensure statutory/safety compliance (BCA / SCDF / NEA / EMA / WSH); support audits and close-out.</li> <li>• Ensure strong governance and data quality in CMMS/Helpdesk systems (work orders, evidence, closures).</li> <li>• Supervise subcontractors/vendors to ensure safety, quality and timelines.</li> <li>• Support ad-hoc works, reinstatement/rectification and improvement projects with minimal disruption.</li> </ul>	
<p><b>Assistant Operation Manager - Environmental Cleaning Services</b></p>	<ul style="list-style-type: none"> <li>• 5 years of experience in the relevant industry will have an added advantage.</li> <li>• Good communication skills, both written and spoken.</li> <li>• Team player, able to work independently with minimal supervision.</li> <li>• Diploma in Building/Property Management or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• The cleaning operations manager is responsible for managing the organisation's cleaning operations.</li> <li>• This includes overseeing the management of resources on project sites, directing and monitoring business operations, developing operation plans, managing service contracts and incidents, and communicating with stakeholders and clients to ensure quality work.</li> <li>• They are also required to carry out capability development activities and</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5.5 days/ week 9am - 6pm, 9am - 1pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 2 Jurong East Street 21 (S)609601</li> </ul>

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>any other operational requirements as directed by the management.</p> <ul style="list-style-type: none"> <li>• They work in an office and perform site visits when necessary.</li> <li>• As part of their operational duties, they build relationships with relevant stakeholders and clients.</li> <li>• They are organised, responsive, approachable, resourceful, and service-oriented leaders who can multitask and manage operations effectively.</li> </ul> <p>Critical Work Function / Key Tasks</p> <ul style="list-style-type: none"> <li>• Manage cleaning services</li> <li>• Develop and review operation plans to improve work procedures and quality service delivery.</li> <li>• Facilitate budget planning for cleaning operations.</li> <li>• Ensure teams adhere to safety measures during cleaning operations.</li> <li>• Manage cleaning operations and liaise with clients to ensure quality service delivery.</li> <li>• Evaluate relevant data to propose recommendations for cleaning process improvement.</li> <li>• Implement strategic plans to improve relationships with clients.</li> </ul> <p>Manage Incidents</p> <ul style="list-style-type: none"> <li>• Make critical decisions to resolve major incidents and emergencies.</li> <li>• Analyse and manage major incidents and emergencies in</li> </ul>	

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>collaboration with relevant persons.</p> <ul style="list-style-type: none"> <li>• Manage and report incident and emergency investigations.</li> <li>• Review incident and emergency reports.</li> </ul> <p>Manage inventory, equipment and maintenance schedule</p> <ul style="list-style-type: none"> <li>• Ensure sufficient stock of materials and equipment supplies.</li> <li>• Plan and select appropriate equipment and/or technologies and supplies for project sites.</li> <li>• Evaluate the identified and recommended equipment and/or technologies suitable for business operations.</li> <li>• Oversee the control and allocation of resources to project sites.</li> </ul> <p>Managing Cleaning Teams</p> <ul style="list-style-type: none"> <li>• Manage the planning of work schedules and deployment of manpower.</li> <li>• Manage the capability development of staff.</li> <li>• Develop plans to promote good teamwork in alignment with organisational core values.</li> </ul> <p>Managing Contracts</p> <ul style="list-style-type: none"> <li>• Manage internal and external parties during contract development to analyse and solidify an overall contract strategy.</li> <li>• Oversee the preparation of tender specifications and quotations for cleaning operations.</li> </ul>	

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Manage negotiating terms, conditions and pricing and ensure they are accurately executed and satisfied.</li> <li>• Review guidelines on contractual clauses to mitigate contract conflicts.</li> <li>• Manage existing and contract conflicts.</li> <li>• Analyse potential contract risks arising from contract changes.</li> <li>• Manage actions with internal procurement and legal teams if required.</li> </ul>	
<p><b>Assistant Quantity Surveyor</b></p>	<ul style="list-style-type: none"> <li>• Degree / Diploma in Building / Quantity Surveying.</li> <li>• At least 3 years of working experience in building/ quantity surveying experience.</li> <li>• Pro-active attitude.</li> <li>• Fresh graduates are welcome to apply.</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for quantity take off and cost estimation.</li> <li>• Preparation of tender submission with specific deadline.</li> <li>• Source, negotiate and award of contracts to vendors.</li> <li>• Responsible for material order processing and cost control.</li> <li>• Evaluate and process vendors claims.</li> <li>• Prepare progress claims for submission in timely manner.</li> <li>• Finalise project accounts with clients and vendors.</li> <li>• Any other duties as assigned by Contracts Director / Manager.</li> <li>• Experience in pre &amp; post contract-administration.</li> <li>• Prepare cost submission / pricing / quantity take off / cost evaluation.</li> <li>• Be meticulous, analytical with excellent problem-solving skills, proactive, a good team player&amp; able to meet tight deadlines.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5.5 days/ week 9am - 6pm, 9am - 1pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 2 Jurong East Street 21 (S)609601</li> </ul>

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Able to carry out procurement and cost management processes.</li> <li>• Source for subcontractors and suppliers.</li> </ul>	
<p><b>AV &amp; Event Manager</b></p>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Diploma or Degree in Audio-Visual Technology, Electrical/Electronic Engineering, Media Technology, Information Technology, Broadcast/Media Production, or an equivalent technical discipline.</li> <li>• Candidates with strong practical AV/event leadership experience may be considered in lieu of degree requirements.</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Minimum 5 years of relevant experience in AV, event operations, and logistics support (preferably in multi-venue environments such as campuses, convention facilities, or public venues).</li> <li>• Proven experience managing IP-based AV technologies and modern AV systems.</li> </ul> <p><b>Technical Competencies</b></p> <ul style="list-style-type: none"> <li>• Strong working knowledge of audio-visual systems, sound systems, lighting systems, and</li> </ul>	<ul style="list-style-type: none"> <li>• The AV &amp; Events Manager leads the end to end delivery of audio visual and event operations across campus venues and teaching spaces.</li> <li>• The role governs AV systems lifecycle (from cost estimation and procurement to asset management, preventive maintenance, and disposal), coordinates event/exam setups and ensures operational readiness and service excellence through a trained, well rostered team and managed vendor ecosystem.</li> <li>• Where applicable, the environment leverages IP based AV infrastructure and centralised control/monitoring platforms (e.g., Extron GVE; WolfVision vSolution Link Pro).</li> </ul> <p><b>Key Responsibilities</b></p> <p>1. AV &amp; Event Operations</p> <ul style="list-style-type: none"> <li>• Plan, coordinate, set up, operate, monitor, and troubleshoot Audio-Visual, Sound, and Lighting systems for on-site events/exams; manage feedback during live operations, including emergency breakdown response and immediate rectification.</li> <li>• Conduct venue readiness checks (sound, lighting, projection, control) to ensure “event/exam-ready” state at</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5.5 days/ week 9am - 6pm, 9am - 1pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 2 Jurong East Street 21 (S)609601</li> </ul>

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>event/exam venue setups.</p> <ul style="list-style-type: none"> <li>• Familiarity or hands-on experience with centralised AV control/monitoring and asset management systems (e.g., Extron, Wolfvision or equivalent).</li> <li>• Ability to troubleshoot AV issues under time pressure and coordinate vendor support when needed.</li> </ul> <p>Core Skills</p> <ul style="list-style-type: none"> <li>• Strong planning, coordination, and stakeholder management skills.</li> <li>• Good documentation discipline (maintenance logs, inventory records, monthly reporting).</li> <li>• People leadership skills to manage technicians and train ad-hoc crews.</li> <li>• Cost estimation and procurement capability (evaluation, vendor coordination, scheduling).</li> </ul> <p>Work Schedule &amp; Conditions</p> <ul style="list-style-type: none"> <li>• Standard hours with extended/split shifts, evenings, weekends, and public holidays as events/exams require; on call/standby rotations for critical coverage.</li> <li>• Physical activity includes lifting, rigging</li> </ul>	<p>least one day in advance; where setup time is constrained, establish N-2 readiness as the benchmark.</p> <ul style="list-style-type: none"> <li>• Maintain high standards of show control, recording/streaming (where applicable), and live mix quality; drive post-event reviews for continual improvement.</li> </ul> <p>2. Centralised Control &amp; Systems Operations</p> <ul style="list-style-type: none"> <li>• Oversee and continually uplift team proficiency on the site’s AV Asset Management &amp; Centralised Control &amp; Monitoring System; ensure healthy system baselines, alarms triage, and remote support response.</li> </ul> <p>3. Asset, Inventory &amp; Logistics Governance</p> <ul style="list-style-type: none"> <li>• Own the AV equipment &amp; store inventory (loaning processes, chain-of-custody, storage, and safekeeping).</li> <li>• Ensure accurate point-to-point transfer controls, loss prevention, and timely return/turnaround of loaned assets aligned to the Equipment &amp; Store Inventory Listing.</li> </ul> <p>4. Preventive Maintenance &amp; Repairs</p> <ul style="list-style-type: none"> <li>• Develop and manage the quarterly preventive maintenance plan for all equipment; publish the maintenance timetable to the SO for review and approval before execution.</li> </ul>	

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>assistance, and frequent movements across campus venues.</p>	<ul style="list-style-type: none"> <li>• Issue monthly maintenance reports (equipment serviced, faults, corrective actions, parts used).</li> <li>• Maintain comprehensive checklists and service/repair records; escalate vendor repairs and warranty claims effectively.</li> </ul> <p>5. Procurement, Budgeting &amp; Costing</p> <ul style="list-style-type: none"> <li>• Perform cost estimation, options analysis and manage procurement (sourcing, technical evaluation, vendor management) of AV systems, parts and services, in line with client requirements and procurement policy.</li> </ul> <p>6. Team Leadership &amp; Training</p> <ul style="list-style-type: none"> <li>• Lead, roster and develop an AV &amp; Events team (including supervisors/technicians) for multi-venue concurrency; manage standby coverage during events/exams and coordinate cross-deployment.</li> <li>• Train and certify ad-hoc AV technicians engaged for sound/lighting operations; implement skill matrices and SOPs to standardise delivery.</li> </ul> <p>7. Stakeholder &amp; Vendor Management</p> <ul style="list-style-type: none"> <li>• Work closely with client stakeholders, faculty/event owners, facilities teams, external contractors and suppliers for setup and dismantling; ensure method statements and risk controls are adhered to.</li> </ul>	

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Provide clear timelines, technical riders, and house rules; drive accountability for handovers/handbacks.</li>   <li>8. Documentation, Compliance &amp; Disposal Governance                             <ul style="list-style-type: none"> <li>• Uphold proper documentation: job logs, incident records, inventory movements, PM checklists, service dockets, and training attendance.</li> <li>• Govern asset disposal strictly under SO instruction; proceed only with approved asset disposal forms—no disposal without approval; ensure controlled removal and auditable records.</li> </ul> </li>   <li>9. EHS, Quality &amp; Policy Adherence                             <ul style="list-style-type: none"> <li>• Enforce Workplace Safety &amp; Health (WSH) requirements (lifting, working-at-height, lasers/pyro if applicable), electrical safety, and lock-out/tag-out practices; comply with client/Company AUP/handbook and site procedures.</li> <li>• Ensure work practices, job ads and hiring support comply with MOM/TAFEP guidelines when coordinating ad-hoc manpower.</li> </ul> </li>   <li>10. Other Duties                             <ul style="list-style-type: none"> <li>• Ad hoc duties when required</li> </ul> </li> </ul>	
<p><b>Cleaning Crew</b></p>	<ul style="list-style-type: none"> <li>• No formal qualification, required</li> <li>• Working days - Between 5 to 6 days</li> </ul>	<ul style="list-style-type: none"> <li>• General cleaning duties.</li> <li>• Vacuuming, sweeping, and mopping floors of various types.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5-6 days/ week 9am - 6pm, 9am - 1pm</li> </ul>

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Dusting ceilings, light fittings, countertops, and loose furniture.</li> <li>• Scrubbing and sanitizing toilets, sinks and fixtures.</li> <li>• Emptying waste bins.</li> <li>• Washing and drying windows</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 2 Jurong East Street 21 (S)609601</li> </ul>
<p><b>Cleaning Supervisor</b></p>	<ul style="list-style-type: none"> <li>• 2 year experience in relevant industry will have an added advantage.</li> <li>• Good communication skills, both written and spoken.</li> <li>• Team player, able to work independently with minimal supervision.</li> </ul>	<ul style="list-style-type: none"> <li>• Check equipment condition.</li> <li>• Monitor the Service team. Coordinate and liaise with clients at work site.</li> <li>• Facilitate effective communication and engagement at the workplace.</li> <li>• Handle complaints and feedback from clients.</li> <li>• Handle reassignment of tasks when needed.</li> <li>• Identify training needs for all soft-skill staff.</li> <li>• Inspect work done daily.</li> <li>• Monitor and follow up on compliance with cleaning procedures, workplace safety and tender specifications.</li> <li>• Monitor cleaning material stock level and re-order materials, if required.</li> <li>• Provide help and guidance to immediate reports.</li> <li>• Submit report, if required.</li> <li>• Any other ad hoc duties as and when required.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5.5 days/ week 9am - 6pm, 9am - 1pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 2 Jurong East Street 21 (S)609601</li> </ul>
<p><b>Condominium / Building / Complex Manager (MCST)</b></p>	<ul style="list-style-type: none"> <li>• Education: Diploma/Degree in real estate management, business administration, or a related field.</li> <li>• Certification: Relevant certifications from institutions like SISV, BCA, or equivalent.</li> </ul>	<p>Key Responsibilities:</p> <ul style="list-style-type: none"> <li>• Maintenance and Repairs: Manage the upkeep of the building, including common areas, facilities, and landscaping, ensuring that all areas are safe and well-maintained.</li> <li>• Budget Management: Prepare and manage the annual</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5.5 days/ week 9am - 6pm, 9am - 1pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b></li> </ul>

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Experience: Experience in property management, particularly in strata-living contexts. Minimum five (5) years of experience.</li> <li>• Legal Knowledge: Familiarity with regulations governing MCSTs, e.g. BMSMA.</li> <li>• Computer Literacy: Competence in property management software and office applications.</li> </ul>	<ul style="list-style-type: none"> <li>• budget for building operations, including maintenance and repairs, and ensure financial efficiency.</li> <li>• Stakeholder Relations: Serve as the main point of contact for stakeholders, addressing their concerns and coordinating with the MCST council on issues affecting the community.</li> <li>• Contract Management: Negotiate and oversee contracts with vendors for services such as security, cleaning, and landscaping.</li> <li>• Compliance: Ensure the building operations comply with local laws and regulations, including safety standards and building codes.</li> <li>• Emergency Management: Develop and implement emergency procedures and promptly manage and respond to emergencies.</li> <li>• Meeting Coordination: Organize and facilitate the Annual General Meeting (AGM) and monthly council meetings. Prepare agendas, reports, and minutes for meetings, ensuring timely distribution and follow-up on action items.</li> </ul>	<p>Permanent</p> <ul style="list-style-type: none"> <li>• <b>Location:</b> 2 Jurong East Street 21 (S)609601</li> </ul>
<p><b>Facilities &amp; Front Desk Coordinator</b></p>	<ul style="list-style-type: none"> <li>• Minimum N/O Levels, NITEC/Higher NITEC, Diploma or equivalent; relevant experience is an advantage.</li> <li>• Experience in reception, customer service, service desk/helpdesk, call centre, or workplace operations preferred.</li> </ul>	<ul style="list-style-type: none"> <li>• We are looking for a professional and service-oriented Front Desk &amp; Service Desk Associate to support daily operations at a client site in the one-north area.</li> <li>• You will be the first point of contact for visitors and staff, providing front-of-house reception services and service desk support (administrative),</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 12 hr rotating shift (including weekends/public holidays as rostered) Work Pass Holders are</li> </ul>

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Comfortable with basic systems (email, MS Office/Google Workspace; ticketing tools a plus).</li> <li>• Strong service mindset with good communication and interpersonal skills.</li> <li>• Calm under pressure with attention to detail; able to follow SOPs and security protocols.</li> <li>• Able to commit to 12-hour rotating shift work reliably.</li> <li>• Work pass holders welcome (subject to prevailing regulations and eligibility).</li> </ul> <p>Preferred (Nice to Have)</p> <ul style="list-style-type: none"> <li>• Familiarity with meeting room AV/VC (Teams/Zoom rooms), printers, and access/visitor management systems.</li> <li>• Experience coordinating vendors and handling facilities/service requests.</li> <li>• Ability to communicate in English and at least one other language is an advantage.</li> </ul>	<p>ensuring a smooth and positive workplace experience.</p> <p>Key Responsibilities</p> <ul style="list-style-type: none"> <li>• Front Desk / Reception Services</li> <li>• Manage the reception counter and provide a warm, professional welcome to visitors and stakeholders.</li> <li>• Handle visitor registration, verification, and access procedures in accordance with site policies.</li> <li>• Answer incoming calls, general enquiries, and email requests; route/escalate appropriately.</li> <li>• Support meeting room coordination (e.g., bookings, directions, and basic set-up requests as required).</li> <li>• Maintain reception area readiness (signage, forms, supplies) and uphold professional standards.</li> </ul> <p>Working Hours / Shift Pattern</p> <ul style="list-style-type: none"> <li>• 12-hour rotating shifts, rostered based on operational requirements (e.g., day/night rotation). Includes weekends and public holidays as required.</li> <li>• Shift allowance/OT (if applicable) will be shared during the hiring process.</li> </ul>	<p>welcome to apply</p> <ul style="list-style-type: none"> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> One-North</li> </ul>
<p><b>Facilities Helpdesk Coordinator (PT)</b></p>	<p>Preferred competencies and qualifications</p> <ul style="list-style-type: none"> <li>• Prior experience in helpdesk, customer service, or facilities coordination roles</li> <li>• Ability to communicate professionally and</li> </ul>	<ul style="list-style-type: none"> <li>• We are seeking a responsible and service oriented Facilities Helpdesk Coordinator to manage feedback, service requests, and incident reports related to building and facilities operations.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5.5 days/ week 9am - 6pm, 9am - 1pm</li> <li>• <b>Employment Type:</b></li> </ul>

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>handle inquiries with good interpersonal skills</p> <ul style="list-style-type: none"> <li>• Capability to multitask, stay organised, and manage follow-ups effectively</li> <li>• Basic knowledge of building services or facilities operations</li> <li>• Familiarity with CMMS or other ticketing systems</li> <li>• Work Schedule Flexibility: We understand the importance of work-life balance and offer flexibility for this role. Candidates who prefer part-time arrangements, night shifts (6PM to 11PM), or are only available on weekends are welcome to apply.</li> <li>• We are open and adaptable to accommodate different schedules.</li> </ul>	<ul style="list-style-type: none"> <li>• This role acts as the first point of contact for users, ensuring timely coordination with the relevant teams to address and resolve issues effectively.</li> </ul> <p>Responsibilities</p> <ul style="list-style-type: none"> <li>• Operate the facilities helpdesk to receive, log, track, and manage all user feedback, service requests, and issues via phone, email, WhatsApp, Telegram, chatbot, or other platforms</li> <li>• Route urgent issues such as faults, defects, breakdowns, and emergencies to the appropriate maintenance staff or contractors for prompt resolution</li> <li>• Provide regular updates and closure notifications to users on feedback, clearly communicating actions taken and resolution timelines</li> <li>• Manage requests and responses related to general services, event support, faults, complaints, maintenance issues, temporary service adjustments, emergency incidents, and alarm monitoring</li> <li>• Maintain accurate records of all reported issues in the Computerised Maintenance Management System (CMMS) or equivalent platforms to ensure data integrity</li> <li>• Categorise and prioritise feedback based on service level agreements and urgency to support effective issue resolution</li> </ul>	<p>Full Time</p> <ul style="list-style-type: none"> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 2 Jurong East Street 21 (S)609601</li> </ul>

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Prepare and submit monthly reports summarising service requests, complaints, incidents, and resolutions to inform management decisions</li> </ul>	
<p><b>Facilities Helpdesk Coordinator (8 hrs shift)</b></p>	<ul style="list-style-type: none"> <li>Prior experience in helpdesk, customer service, or facilities coordination roles is preferred.</li> <li>Good communication and interpersonal skills, with the ability to handle inquiries professionally.</li> <li>Able to multitask, stay organised, and manage follow-ups effectively.</li> <li>Basic knowledge of building services or facilities operations is an advantage.</li> <li>Familiarity with CMMS or other ticketing systems is a plus.</li> </ul>	<ul style="list-style-type: none"> <li>We are seeking a responsible and service oriented Facilities Helpdesk Coordinator to manage feedback, service requests, and incident reports related to building and facilities operations.</li> <li>This role acts as the first point of contact for users, ensuring timely coordination with the relevant teams to address and resolve issues effectively.</li> </ul> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> <li>Operate the facilities helpdesk to receive, log, track, and manage all user feedback, service requests, and issues via phone, email, WhatsApp, Telegram, chatbot, or other platforms.</li> <li>Route urgent issues such as faults, defects, breakdowns, and emergencies to the appropriate maintenance staff or contractors.</li> <li>Provide regular updates and closure on feedback to users, ensuring clear communication on actions taken and resolution timelines.</li> <li>Manage requests and responses related to:                             <ul style="list-style-type: none"> <li>General services and event support</li> <li>Faults, complaints, and maintenance related issues</li> <li>Temporary service adjustments</li> <li>Emergency incidents and alarm monitoring</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5 days/ week 8 hrs rotating</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> 2 Jurong East Street 21 (S)609601</li> </ul>

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Maintain accurate records of all reported issues in the Computerised Maintenance Management System (CMMS) or equivalent platforms.</li> <li>• Categorise and prioritise feedback based on service level agreements and urgency.</li> <li>• Prepare and submit monthly reports on service requests, complaints, incidents, and resolutions.</li> </ul>	
<p><b>Facilities Management Executive</b></p>	<ul style="list-style-type: none"> <li>• Diploma or equivalent in Facilities Management, Building Services, Mechanical/Electrical Engineering, or a related field.</li> <li>• 3 years of relevant facilities/building management experience preferred (commercial building exposure is a plus).</li> <li>• Working knowledge of Singapore regulatory and compliance requirements (BCA, SCDF, NEA, WSH; familiarity with Fire Code and BMSMA is advantageous).</li> <li>• Experience coordinating contractors and overseeing onsite works safely and effectively.</li> <li>• Able to read and interpret basic technical drawings, checklists, and maintenance reports.</li> <li>• Familiarity with FM software/CMMS and systems such as BMS</li> </ul>	<ul style="list-style-type: none"> <li>• We are seeking a Facilities Management Executive to support the effective daily operations, maintenance, and compliance of our building facilities in accordance with Singapore’s regulatory requirements and service standards.</li> <li>• This role works closely with internal stakeholders and external service providers to ensure a safe, functional, and customer-focused environment for all building users.</li> </ul> <p>Key Responsibilities</p> <p>1) Daily Operations</p> <ul style="list-style-type: none"> <li>• Support day-to-day facilities operations and coordinate with internal teams and service providers.</li> <li>• Ensure essential building systems (M&amp;E, fire protection systems, lifts, water supply, etc.) operate efficiently and reliably.</li> </ul> <p>2) Inspections &amp; Compliance</p> <ul style="list-style-type: none"> <li>• Conduct regular inspections of premises, M&amp;E systems,</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5.5 days/ week, 9am - 6pm, 9am - 1pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 2 Jurong East Street 21 (S)609601</li> </ul>

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>and fire alarm panels is an advantage.</p> <ul style="list-style-type: none"> <li>• Strong communication skills, attention to detail, and a service-oriented mindset.</li> <li>• Comfortable responding to urgent issues and participating in emergency preparedness activities.</li> </ul>	<p>common areas, landscaping, and car parks.</p> <ul style="list-style-type: none"> <li>• Identify and report defects, safety hazards, and non-compliance issues.</li> <li>• Ensure works comply with relevant requirements and guidelines, including BCA, SCDF, NEA, Fire Code, BMSMA, and WSH standards.</li> </ul> <p>3) Maintenance Planning</p> <ul style="list-style-type: none"> <li>• Assist with planning and scheduling preventive, corrective, and ad hoc maintenance works.</li> <li>• Monitor and support rectification of issues relating to HVAC, electrical systems, plumbing, and civil/structural maintenance.</li> </ul> <p>4) Contractor &amp; Vendor Management</p> <ul style="list-style-type: none"> <li>• Supervise contractors/vendors onsite to ensure service quality, safe work practices, and timely delivery.</li> <li>• Review work permits, risk assessments, and method statements prior to work commencement.</li> </ul> <p>5) Fit Out &amp; Project Monitoring</p> <ul style="list-style-type: none"> <li>• Monitor tenancy fit-out activities to ensure compliance with building guidelines and safety requirements.</li> <li>• Coordinate with stakeholders on renovation, A&amp;A, and improvement works.</li> </ul> <p>6) Records &amp; Systems Management</p>	

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Maintain accurate maintenance records, asset registers, stock inventory, and permits using FM systems/CMMS.</li> <li>• Support operations involving BMS, fire alarm panels, and other critical systems, including incident response and escalation.</li> </ul> <p>7) Support Services Oversight (Soft Services)</p> <ul style="list-style-type: none"> <li>• Oversee cleaning, security, landscaping, pest control, and car park operations.</li> <li>• Conduct periodic vendor performance reviews to ensure SLAs are met.</li> </ul> <p>8) Emergency Response</p> <ul style="list-style-type: none"> <li>• Serve as a first responder during building emergencies, supporting evacuations and fire alarm activations.</li> <li>• Participate in emergency preparedness drills, audits, and SCDF-related requirements.</li> </ul> <p>9) Other Duties</p> <ul style="list-style-type: none"> <li>• Carry out additional tasks assigned by the Facilities Manager/Account Manager as needed.</li> </ul>	
<p><b>Facilities Manager (SFSM)</b></p>	<ul style="list-style-type: none"> <li>• Minimum 5 years of relevant experience, preferably in a higher-learning institute or campus environment.</li> <li>• Mandatory: Valid Senior Fire Safety Manager (SFSM) certification.</li> <li>• Diploma/Degree in Facilities Management, Engineering, Building</li> </ul>	<ul style="list-style-type: none"> <li>• We are seeking an experienced Facilities Manager cum Senior Fire Safety Manager (SFSM) to oversee the full spectrum of facilities, maintenance, safety, and fire protection operations across our campus.</li> <li>• This role is ideal for candidates who thrive in a higher-learning environment,</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5.5 days/ week, 9am - 6pm, 9am - 1pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> </ul>

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>Services or related fields.</p> <ul style="list-style-type: none"> <li>• Strong knowledge of building systems, fire safety regulations and FM operations.</li> <li>• Experience in vendor management, contract administration and FM digital systems (e.g., CMMS).</li> <li>• Strong communication, analytical, stakeholder management and problem-solving skills.</li> <li>• Able to lead teams, handle emergencies and manage multiple priorities.</li> </ul>	<p>ensuring that campus users—students, staff, and visitors—enjoy a safe, efficient, and well-maintained environment.</p> <p><b>Key Responsibilities</b>  <b>Facilities Management</b></p> <ul style="list-style-type: none"> <li>• Oversee preventive, corrective and reactive maintenance for building systems and infrastructure.</li> <li>• Develop and implement FM SOPs, maintenance plans, audits, and incident response procedures.</li> <li>• Optimise use of space, assets, resources, and utilities to support operational efficiency.</li> <li>• Conduct regular site inspections to ensure quality, compliance and seamless daily operations.</li> </ul> <p><b>Vendor &amp; Contract Management</b></p> <ul style="list-style-type: none"> <li>• Manage service providers to ensure quality performance and compliance with SLAs.</li> <li>• Review quotations, tenders, maintenance contracts and procurement requirements.</li> <li>• Monitor contract performance, cost control and budget adherence.</li> <li>• Fire Safety Management (SFSM Duties)</li> <li>• Lead the organisation’s fire safety strategy in accordance with SCDF requirements.</li> <li>• Oversee fire protection systems, Fire Certificate renewal, equipment readiness and maintenance.</li> <li>• Conduct risk assessments, hazard identification, CERT</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Location:</b> 2 Jurong East Street 21 (S)609601</li> </ul>

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>equipment management and emergency drills.</p> <ul style="list-style-type: none"> <li>• Ensure campus-wide adherence to fire safety regulations and best practices.</li> </ul> <p>Compliance, Safety &amp; Environmental Standards</p> <ul style="list-style-type: none"> <li>• Ensure compliance with SCDF, MOM, WSH, QEMS and internal standards.</li> <li>• Prepare safety, environmental and incident reports; conduct investigations when required.</li> <li>• Promote sustainability initiatives and smart FM solutions.</li> </ul> <p>Stakeholder Engagement</p> <ul style="list-style-type: none"> <li>• Liaise closely with school departments, management, contractors, and external agencies.</li> <li>• Provide timely response to feedback, incidents, and operational requests.</li> </ul> <p>Team Leadership</p> <ul style="list-style-type: none"> <li>• Lead and develop facilities teams, ensuring adequate manpower, training and performance.</li> <li>• Encourage continuous improvement, innovation and service excellence.</li> </ul>	
<p><b>Facilities Officer</b></p>	<ul style="list-style-type: none"> <li>• Min Nitec in Electrical/Mechanical Engineering with 1 years experience.</li> </ul>	<ul style="list-style-type: none"> <li>• The duties of the Facility Officer shall include but not limited to the following:</li> <li>• Working in a team to manage daily works.</li> <li>• Involve in inspection of horticultural works, upgrading building projects and building maintenance issues.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5.5 days/ week, 9am - 6pm, 9am - 1pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b></li> </ul>

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Liaising with contractors and attending to improvement works and feedback from the customers.</li> <li>• In addition, you are required participate in various meetings with the customers and assist the Account Managers in management reporting as required by the customers.</li> <li>• Perform routine daily inspections around the building and surrounding areas to check for building defects, safety issues and non-compliance of building regulation.</li> <li>• Plan and schedule preventive maintenance and identify improvement works.</li> <li>• Supervise the contractor’s works.</li> <li>• Update maintenance records and stock inventory in the system.</li> <li>• Attend to tenants’ requests, feedback and complaints.</li> <li>• Monitor tenancy fit-out and building improvement works.</li> <li>• Response/Operate the fire alarm system.</li> <li>• Oversee the operations for cleaning services, security system, landscaping, pest control and carpark operations.</li> <li>• Any other duties as assigned</li> </ul>	<p>Permanent</p> <ul style="list-style-type: none"> <li>• <b>Location:</b> 2 Jurong East Street 21 (S)609601</li> </ul>
<p><b>General Cleaner (SG Enable)</b></p>	<ul style="list-style-type: none"> <li>• No formal qualification, required</li> <li>• Working days - Between 5 to 6 days</li> </ul>	<ul style="list-style-type: none"> <li>• General cleaning duties.</li> <li>• Vacuuming, sweeping, and mopping floors of various types.</li> <li>• Dusting ceilings, light fittings, countertops, and loose furniture.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5-6 days/ week, 9am - 6pm, 9am - 1pm</li> <li>• <b>Employment Type:</b></li> </ul>

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Scrubbing and sanitizing toilets, sinks and fixtures.</li> <li>• Emptying waste bins.</li> <li>• Washing and drying windows</li> </ul>	<p>Full Time</p> <ul style="list-style-type: none"> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 2 Jurong East Street 21 (S)609601</li> </ul>
<p><b>Infrastructure End Point Specialist</b></p>	<ul style="list-style-type: none"> <li>• Diploma in Information Technology or related field, or equivalent work experience.</li> <li>• 2+ years of experience in IT endpoint management or infrastructure support.</li> <li>• Hands-on experience with endpoint management platforms (e.g., Microsoft Intune, SCCM, Jamf).</li> <li>• Strong knowledge of Windows and macOS administration and deployment.</li> <li>• Familiarity with endpoint security technologies and best practices (e.g., antivirus/EDR, device encryption).</li> <li>• Experience with automation and scripting languages (PowerShell, Python, Bash).</li> <li>• Strong problem-solving, troubleshooting, and root cause analysis skills.</li> <li>• Excellent communication and collaboration abilities.</li> <li>• Ability to work independently and as part of a team,</li> </ul>	<ul style="list-style-type: none"> <li>• The Infrastructure Endpoint Specialist is responsible for designing, implementing, managing, and supporting the company’s endpoint devices and underlying infrastructure.</li> <li>• This role ensures seamless operation, security, and compliance of endpoints—including desktops, laptops, mobile devices, and virtual machines—across Windows, macOS, and other platforms, working in close coordination with security, IT, and business teams.</li> </ul> <p>Key Responsibilities</p> <p>Endpoint Administration:</p> <ul style="list-style-type: none"> <li>• Manage and maintain endpoint devices (Windows, macOS, iOS, Android), ensuring optimal performance and security compliance</li> <li>• Oversee deployment, configuration, updates, and patch management using tools such as Microsoft Intune, Jamf, SCCM, or similar platforms.</li> </ul> <p>Security &amp; Compliance:</p> <ul style="list-style-type: none"> <li>• Implement and monitor endpoint security controls, including endpoint detection and response (EDR), antivirus, and device encryption solutions.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5.5 days/ week, 9am - 6pm, 9am - 1pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 2 Jurong East Street 21 (S)609601</li> </ul>

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>occasionally outside regular working hours.</p> <ul style="list-style-type: none"> <li>Relevant certifications (e.g., CompTIA Security+, Microsoft 365, CISSP) are a plus.</li> </ul> <p>Preferred Experience</p> <ul style="list-style-type: none"> <li>Exposure to cloud-based endpoint management solutions (e.g., Microsoft 365, Azure AD)</li> <li>Experience managing endpoint environments (100+ devices)</li> <li>Prior involvement in endpoint security incident response and remediation.</li> </ul>	<ul style="list-style-type: none"> <li>Enforce security policies and ensure compliance with organizational and regulatory requirements.</li> </ul> <p>Incident &amp; Problem Management:</p> <ul style="list-style-type: none"> <li>Troubleshoot endpoint issues, respond to incidents, and resolve escalated tickets related to endpoint devices.</li> <li>Conduct root cause analysis and implement preventative solutions when necessary.</li> </ul> <p>Automation &amp; Process Improvement:</p> <ul style="list-style-type: none"> <li>Develop and implement automation scripts for deployment and configuration tasks (e.g., using PowerShell, Python).</li> <li>Continuously improve endpoint management processes, workflows, and documentation.</li> </ul> <p>Collaboration:</p> <ul style="list-style-type: none"> <li>Work with infrastructure architects to ensure endpoint solutions integrate with infrastructure, security policies, and standards.</li> <li>Engage vendors for solution evaluation, upgrades, and technical support as required.</li> </ul> <p>Asset &amp; Configuration Management:</p> <ul style="list-style-type: none"> <li>Maintain up-to-date inventory and documentation of all endpoints and their configurations.</li> <li>Support software license management, device disposals, and lifecycle tracking.</li> </ul>	

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		Training & Support: <ul style="list-style-type: none"> <li>• Deliver training and support to end-users on endpoint-related topics.</li> <li>• Provide technical escalation and guidance to other IT team members.</li> </ul>	
<b>Junior AV &amp; Event Technical Officer</b>	<ul style="list-style-type: none"> <li>• NITEC, Higher NITEC, or Diploma in AV Technology, IT, or related fields.</li> <li>• 1–2 years of experience in AV/event support preferred (internships or part-time roles count).</li> <li>• Basic understanding of AV systems and willingness to learn.</li> <li>• Good communication and teamwork skills.</li> <li>• Physically fit and able to work flexible hours, including weekends and evenings.</li> </ul>	<ul style="list-style-type: none"> <li>• We are looking for a motivated and hands on Junior AV &amp; Event Officer to support the setup, operation, and maintenance of audiovisual (AV) systems for events, meetings, and campus activities.</li> <li>• This is an excellent opportunity for someone early in their career to gain practical experience in AV technology and event logistics.</li> </ul> Key Responsibilities <ul style="list-style-type: none"> <li>• Assist in setting up AV equipment for events, meetings, and training sessions.</li> <li>• Operate basic AV systems including microphones, projectors, and video conferencing tools.</li> <li>• Support preventive maintenance and basic troubleshooting of AV equipment.</li> <li>• Help manage AV inventory and ensure equipment is stored and handled properly.</li> <li>• Provide on-site support during live events and assist with logistics.</li> <li>• Work closely with senior AV officers and vendors to ensure smooth event execution.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5.5 days/ week, 9am - 6pm, 9am - 1pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 2 Jurong East Street 21 (S)609601</li> </ul>

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<b>MCST Admin &amp; Account (Jnr)</b>	<ul style="list-style-type: none"> <li>• Candidate must possess at least a GCE 'O' Level / Nitec / higher Nitec in Business Administration, Accountancy or equivalent.</li> <li>• At least 1-2 years of working experience in related field is preferable.</li> <li>• Able to multi-task and work under pressure with sometimes tight reporting timelines.</li> <li>• Proficient in MS Office, especially Excel and other related IT programs.</li> <li>• Willingness to learn with a pleasant disposition.</li> <li>• A team player who is meticulous, self-motivated, independent with a strong sense of responsibility.</li> </ul>	<ul style="list-style-type: none"> <li>• General billing to send to sub-proprietors and relevant parties within the stipulated timeline.</li> <li>• Timely update of receipts to send monthly statements and reminders to sub proprietor within deadlines.</li> <li>• Matching and verification of invoices.</li> <li>• Payment functions including preparation of cheques for payment and dispatch of cheques.</li> <li>• Prepare Section 47(1)(c) certificate, maintain MC strata roll and sub proprietor record, assist in producing attendance list and voting list for AGM.</li> <li>• Support audit preparations, evidence collation, and compliance documentation for year-end audit.</li> <li>• To undertake banking-related matters and other ad hoc duties assigned</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5.5 days/ week, 9am - 6pm, 9am - 1pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 2 Jurong East Street 21 (S)609601</li> </ul>
<b>Operation Executive (Jnr) - Environmental Cleaning Services</b>	<ul style="list-style-type: none"> <li>• 2 years of experience in the relevant industry will have an added advantage.</li> <li>• Good communication skills, both written and spoken.</li> <li>• Team player, able to work independently with minimal supervision.</li> <li>• Diploma in Building/Property Management or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• The Cleaning Operations Executive assists with managing cleaning operation duties as directed by the manager.</li> <li>• This includes managing resources, work procedures, service contracts, and work incidents.</li> <li>• They are also required to implement and recommend operation plans to improve the organisation's work processes and service quality.</li> <li>• They work in an office and perform site visits when necessary.</li> <li>• As part of their operational duties, they are expected to</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5.5 days/ week, 9am - 6pm, 9am - 1pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 2 Jurong East Street 21 (S)609601</li> </ul>

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>communicate with relevant stakeholders and clients.</p> <ul style="list-style-type: none"> <li>• They are organised, responsive, approachable, able to multi-task and capable of interacting with stakeholders.</li> </ul> <p>Critical Work Function / Key Tasks</p> <p>Manage cleaning services</p> <ul style="list-style-type: none"> <li>• Assist in budget planning for cleaning operations.</li> <li>• Coordinate with supervisor and client to ensure quality service delivery.</li> <li>• Review daily cleaning job reports for submission to management.</li> <li>• Assist in developing and reviewing operation plans to improve work procedures and quality service delivery.</li> <li>• Compile and analyse relevant data to propose recommendations for cleaning process improvement.</li> <li>• Ensure cleaning teams adhere to safety measures during cleaning operations.</li> </ul> <p>Manage Incidents</p> <ul style="list-style-type: none"> <li>• Guide teams to respond to major incidents and emergencies.</li> <li>• Report and update on major incidents and emergencies to the management.</li> </ul> <p>Manage inventory, equipment and maintenance schedule</p> <ul style="list-style-type: none"> <li>• Maintain stock of supplies of materials and equipment.</li> <li>• Identify and recommend suitable equipment and/or</li> </ul>	

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>technologies to improve cleaning operations.</p> <ul style="list-style-type: none"> <li>• Allocate equipment and/or technologies and supplies to project sites.</li> <li>• Implement maintenance schedules for tools and equipment.</li> </ul> <p>Managing Cleaning Teams</p> <ul style="list-style-type: none"> <li>• Facilitate elective work processes.</li> <li>• Facilitate the capability development of staff</li> <li>• Facilitate planning of work schedules and deployment of manpower.</li> </ul> <p>Managing Contracts</p> <ul style="list-style-type: none"> <li>• Ensure contractual payments are followed up.</li> <li>• Liaise between internal and external parties to analyse and solidify an overall contract strategy.</li> <li>• Interpret tender specifications and prepare quotations for cleaning operations.</li> <li>• Report potential risks on contractual changes to the management.</li> <li>• Assist in resolving existing contract conflicts.</li> <li>• Raise requests for purchases as required within agreed limits.</li> <li>• Ensure that budget guidelines set are followed and deviation to these should be communicated with explanations.</li> <li>• Assist in negotiating terms, conditions and pricing and ensure they are accurately executed and satisfied.</li> </ul>	

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Ad hoc duties may be required on an as-needed basis.</li> </ul>	
<p><b>Property Executive (MCST)</b></p>	<ul style="list-style-type: none"> <li><b>Education:</b> Diploma/WSQ Diploma in real estate management, business administration, or a related field.</li> <li><b>Certification:</b> Relevant certifications from institutions like SISV, BCA, or equivalent.</li> <li><b>Experience:</b> Experience in property management, particularly in strata-living contexts.</li> <li><b>Legal Knowledge:</b> Familiarity with regulations governing MCSTs, e.g. BMSMA</li> <li><b>Computer Literacy:</b> Competence in property management software and office applications</li> </ul>	<ul style="list-style-type: none"> <li>The Building/Property Executive oversees and enhances the management of residential or commercial properties governed by a strata title.</li> <li>These responsibilities are crucial for the efficient management and operation of the properties under the MCST, contributing to a positive living or working environment for all residents and owners.</li> </ul> <p><b>Key Responsibilities:</b></p> <p><b>Strategic Management:</b></p> <ul style="list-style-type: none"> <li>Overseeing, developing, and implementing property management strategies to enhance asset value.</li> <li><b>Operational Leadership:</b> Leading the property management team, including Property Officers and other staff, in day-to-day operations.</li> <li><b>Stakeholder Relations:</b> Building and maintaining relationships with key stakeholders, including property owners, tenants, and service providers.</li> <li><b>Financial Oversight:</b> Managing budgets, financial planning, and reporting for the property.</li> <li><b>Contract Administration:</b> Overseeing the negotiation and management of contracts with external vendors.</li> <li><b>Compliance and Risk Management:</b> Ensuring all</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5.5 days/ week, 9am - 6pm, 9am - 1pm</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> 2 Jurong East Street 21 (S)609601</li> </ul>

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>property operations comply with local regulations and standards and managing risks associated with property management.</p> <ul style="list-style-type: none"> <li>Ad hoc duties may be required on an as-needed basis.</li> </ul>	
<p><b>Property Officer (MCST)</b></p>	<ul style="list-style-type: none"> <li><b>Education:</b> Diploma/WSQ Diploma in real estate management, business administration, or a related field.</li> <li><b>Certification:</b> Relevant certifications from institutions like SISV, BCA, or equivalent.</li> <li><b>Experience:</b> Experience in property management, particularly in strata-living contexts.</li> <li><b>Legal Knowledge:</b> Familiarity with regulations governing MCSTs, e.g. BMSMA.</li> <li><b>Computer Literacy:</b> Competence in property management software and office applications.</li> </ul>	<ul style="list-style-type: none"> <li>The Property Officer's focus is on ensuring the smooth operation of the property, improving resident satisfaction, and maintaining property value.</li> <li>These responsibilities are crucial for the efficient management and operation of the properties under the MCST, contributing to a positive living or working environment for all residents and owners.</li> </ul> <p><b>Key Responsibilities:</b></p> <ul style="list-style-type: none"> <li><b>Maintenance and Upkeep:</b> Ensuring regular maintenance and repair of communal facilities.</li> <li><b>Financial Management:</b> Assisting in budget preparation, managing expenditures, and overseeing service charge collections.</li> <li><b>Regulatory Compliance:</b> Ensuring the property complies with local building codes, safety regulations, and environmental laws.</li> <li><b>Communication and Coordination:</b> Acting as a liaison between the Management Corporation, residents, and other stakeholders.</li> <li><b>Contract Management:</b> Negotiating and managing</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5.5 days/ week, 9am - 6pm, 9am - 1pm</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> 2 Jurong East Street 21 (S)609601</li> </ul>

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>contracts with various service providers.</p> <ul style="list-style-type: none"> <li>Record Keeping: Maintaining accurate records of all management activities, including financial transactions and maintenance logs.</li> <li>Emergency Response: Coordinating with emergency services and implementing procedures during emergencies.</li> <li>Ad hoc duties may be required on an as-needed basis.</li> </ul>	
<p><b>Quantity Surveyor</b></p>	<ul style="list-style-type: none"> <li>Degree / Diploma in Building / Quantity Surveying.</li> <li>At least 3 years of working experience in building/ quantity surveying experience.</li> <li>Pro-active attitude</li> </ul>	<ul style="list-style-type: none"> <li>Responsible for quantity take off and cost estimation.</li> <li>Preparation of tender submission with specific deadline.</li> <li>Source, negotiate and award of contracts to vendors.</li> <li>Responsible for material order processing and cost control.</li> <li>Evaluate and process vendors claims.</li> <li>Prepare progress claims for submission in timely manner.</li> <li>Finalise project accounts with clients and vendors.</li> <li>Any other duties as assigned by Contracts Director / Manager.</li> <li>Experience in pre &amp; post contract-administration.</li> <li>Prepare cost submission / pricing / quantity take off / cost evaluation.</li> <li>Be meticulous, analytical with excellent problem-solving skills, proactive, a good team player &amp; able to meet tight deadlines.</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5.5 days/ week, 9am - 6pm, 9am - 1pm</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> 2 Jurong East Street 21 (S)609601</li> </ul>

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Able to carry out procurement and cost management processes.</li> <li>• Source for subcontractors and suppliers.</li> </ul>	
<p><b>Senior Facilities Manager (IFM)</b></p>	<ul style="list-style-type: none"> <li>• Minimum 5 years of experience in a senior facilities management role, with proven experience managing large-scale properties.</li> <li>• Valid Fire Safety Manager (FSM) certification with at least 3 years of FSM experience (if required).</li> <li>• Experience in the successful handover of at least two new developments in the last 5 years.</li> <li>• At least 3 years of experience providing integrated facilities management services to Government Procurement Entities (GPEs) is preferred.</li> <li>• Strong leadership, communication, and stakeholder management skills.</li> <li>• Proficient in FM software and reporting tools.</li> </ul>	<ul style="list-style-type: none"> <li>• We are looking for a highly experienced and proactive Senior Facilities Manager to lead and oversee all aspects of facilities management operations.</li> <li>• This role involves managing a team, coordinating with client representatives and contractors, ensuring regulatory compliance, and driving service excellence across assigned properties.</li> <li>• The ideal candidate will bring strong leadership, technical knowledge, and stakeholder management skills to ensure smooth daily operations and long-term asset performance.</li> </ul> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> <li>• Lead and manage all facilities management functions, including maintenance, inspections, safety, and tenant services.</li> <li>• Liaise with client representatives on outstanding works, defect rectification, and maintenance schedules using appropriate software/tools.</li> <li>• Supervise emergency repairs, breakdowns, and provide technical guidance to teams and subcontractors.</li> <li>• Oversee Permit-to-Work (PTW) processes and ensure compliance with statutory and workplace safety regulations.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5.5 days/ week, 9am - 6pm, 9am - 1pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 2 Jurong East Street 21 (S)609601</li> </ul>

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Conduct regular statutory and compliance inspections (e.g., fire safety, structural) and ensure timely submission of reports.</li> <li>• Manage workplace health and safety, including review of risk assessments and conducting spot checks.</li> <li>• Oversee operational reporting, including monthly progress reports, certification of completed works, and variation orders.</li> <li>• Handle complex customer service and tenant-related issues professionally and efficiently.</li> <li>• Support contract administration and operational budgeting as required.</li> <li>• Guide junior staff and contractors to maintain high service delivery standards.</li> <li>• Represent the client in key discussions and manage high-level operational decisions.</li> </ul>	
<b>Software Engineer (IoT)</b>	<ul style="list-style-type: none"> <li>• Bachelor / Master's Degree in Computer Science, Electrical Engineering, or related field</li> <li>• Good electronics background and familiar with embedded system programming in C, C++, and Python language,</li> <li>• Good experience on setting up Arduino IDE for sensor testing,</li> <li>• Good understanding on IoT data formatting, generation, management, and processing,</li> </ul>	<ul style="list-style-type: none"> <li>• We are looking for a highly motivated candidate with strong interest in working with IoT and facilities management systems.</li> <li>• We are developing new IoT solutions for smart facility management applications.</li> <li>• The team is exploring new frontiers and developing applications around cutting edge IoT technologies.</li> <li>• The role encompasses using C, C++, and Python programming for the sensor node, LoRa gateway, and fabrication of Internet of Things (IoT) devices.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5.5 days/ week, 9am - 6pm, 9am - 1pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 2 Jurong East Street 21 (S)609601</li> </ul>

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Comfortable working with Git for version control,</li> <li>• Self-motivated, problem-solver and ability to work independently and as a member of a team.</li> </ul>	<ul style="list-style-type: none"> <li>• This role will work with existing developers on maintaining existing IoT devices &amp; systems and developing new IoT hardware, devices, and systems.</li> <li>• Candidates with similar skills are welcome to apply.</li> <li>• Shortlisted candidates will be contacted for an interview.</li> </ul>	
<p><b>System Administrator</b></p>	<ul style="list-style-type: none"> <li>• Degree/Diploma in Computer Science/Information Technology.</li> <li>• Basic knowledge of computer networks/infrastructure</li> <li>• Strong analytical and problem-solving skills.</li> <li>• Good understanding and possess troubleshooting know-how on IT infrastructure and software.</li> <li>• Able to handle sensitive information confidentially.</li> <li>• Minimum 2 years of experience in a similar field.</li> <li>• Strong knowledge of MS 365 and Azure.</li> </ul>	<p>System Maintenance and Configuration:</p> <ul style="list-style-type: none"> <li>• Install, configure, and maintain hardware and software for the organization’s infrastructure.</li> <li>• Monitor system performance to ensure everything runs smoothly and securely.</li> <li>• Regularly update systems to provide necessary patches and upgrades.</li> </ul> <p>Network Management:</p> <ul style="list-style-type: none"> <li>• Manage network servers and technology tools.</li> <li>• Set up user accounts and workstations.</li> <li>• Monitor network performance and integrity.</li> </ul> <p>Security:</p> <ul style="list-style-type: none"> <li>• Ensure security through access controls, backups, and firewalls.</li> <li>• Frequently review security protocols and make adjustments as needed.</li> <li>• Respond to and resolve help desk requests.</li> </ul> <p>Data Management:</p> <ul style="list-style-type: none"> <li>• Oversee data storage solutions and database systems.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5.5 days/ week, 9am - 6pm, 9am - 1pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 2 Jurong East Street 21 (S)609601</li> </ul>

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Ensure data recovery and backup procedures are in place and functioning correctly.</li> <li>• Manage and store backups.</li> </ul> <p>Troubleshooting and Support:</p> <ul style="list-style-type: none"> <li>• Troubleshoot issues and outages.</li> <li>• Upgrade systems with new releases and models.</li> <li>• Provide technical support and training to other employees.</li> </ul> <p>Documentation and Policy Development:</p> <ul style="list-style-type: none"> <li>• Develop expertise to train staff on new technologies.</li> <li>• Build an internal wiki with technical documentation, manuals, and IT policies.</li> <li>• Document system performance and plan for future upgrades.</li> </ul> <p>Collaboration and Communication:</p> <ul style="list-style-type: none"> <li>• Work closely with IT project managers and other technical staff.</li> <li>• Collaborate with other departments to understand their technical needs and implement IT solutions.</li> <li>• Report regularly on operation status.</li> </ul>	
<p><b>Team Manager (MCST)</b></p>	<ul style="list-style-type: none"> <li>• Education: Bachelor’s degree in Property Management, Real Estate, Business Administration, or related field.</li> <li>• Certification: Relevant certifications from institutions like SISV, BCA, or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>• The Property/Team Manager (HQ)   Senior Manager   Associate Director is pivotal in ensuring the strata-titled property's smooth operation and financial health.</li> <li>• This role demands proactive leadership in managing daily operations, strategic planning, and delivering business</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5.5 days/ week, 9am - 6pm, 9am - 1pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b></li> </ul>

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Experience: Experience in property management, particularly in strata-living contexts. Minimum six (6) – eight (8) years of experience with demonstrable success in a leadership role.</li> <li>• Computer Literacy: Proficiency in property management software and office productivity tools.</li> </ul>	<p>results that enhance property value and owner satisfaction.</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> <li>• Leadership and Team Management: Lead and develop a high-performing property management team, setting clear objectives that align with business goals.</li> <li>• Foster a collaborative environment that encourages innovation and efficiency.</li> <li>• Operations Management: Ensure operational excellence across all aspects of property management, including maintenance, security, and vendor contracts.</li> <li>• Drive initiatives that enhance property functionality and resident satisfaction.</li> <li>• Financial Management and Business Results: Develop and rigorously manage the property’s budget, optimising costs, and maximising financial performance.</li> <li>• Deliver financial targets, report on financial outcomes, and adjust strategies to meet financial goals.</li> <li>• Stakeholders Relations: Build strong relationships with stakeholders, enhancing community engagement and addressing issues that impact satisfaction and retention.</li> <li>• Ensure high service standards are maintained, directly influencing stakeholders' reviews and reputation management.</li> <li>• Compliance and Regulatory Adherence: Ensure all property activities comply</li> </ul>	<p>Permanent</p> <ul style="list-style-type: none"> <li>• <b>Location:</b> 2 Jurong East Street 21 (S)609601</li> </ul>

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>with relevant laws and regulations, mitigating risks and avoiding potential liabilities.</p> <ul style="list-style-type: none"> <li>• Maintain readiness for audits and ensure compliance with all documentation practices.</li> <li>• Strategic Planning and Execution: Work with the MCST council to develop long-term strategies that improve property valuation and operational efficiency.</li> <li>• Lead sustainability initiatives to position the property as eco-friendly and cost-efficient.</li> <li>• Meeting Coordination: Organize and facilitate the Annual General Meeting (AGM) and monthly council meetings.</li> <li>• Prepare agendas, reports, and minutes for meetings, ensuring timely distribution and follow-up on action items.</li> <li>• Ad hoc duties may be required on an as-needed basis.</li> </ul>	
<p><b>Technician (Roving Supervisor - FM)</b></p>	<ul style="list-style-type: none"> <li>• Min. Higher Nitec or Diploma in Facilities Management related</li> <li>• Prior experience in the facilities maintenance field with a minimum of 3 or more year's related job experience with basic carpentry, electrical, plumbing, overseeing capital improvement projects, and leading a team.</li> <li>• Valid Driving License, own reliable vehicle preferred</li> </ul>	<ul style="list-style-type: none"> <li>• Execute effective and careful evaluation in response to maintenance needs for assigned properties and facilities on locations.</li> <li>• Maintain and ensure efficient operation of properties/facilities</li> <li>• Responsible for routine preventive and emergency maintenance, repairs, and upkeep of facility</li> <li>• Excellent Customer Service and good communication skills.</li> <li>• Site-to-Site Travel required</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5.5 days/ week, 9am - 6pm, 9am - 1pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 2 Jurong East Street 21 (S)609601</li> </ul>

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>Key Responsibilities</p> <ul style="list-style-type: none"> <li>• <b>Maintenance and Repairs</b> - Perform routine tasks on HVAC, electrical, plumbing, and mechanical systems.</li> <li>• Troubleshoot and diagnose equipment and system issues; including appliances where applicable.</li> <li>• Execute repairs and replacements while adhering to safety standards</li> <li>• <b>Preventive Maintenance</b> - Develop and implement comprehensive maintenance schedules.</li> <li>• Conduct regular equipment inspections and address potential issues.</li> <li>• <b>Equipment Operation</b> - Monitor critical systems like HVAC, fire detection, and security</li> <li>• Respond promptly to alarms and alerts for safety</li> <li>• <b>Documentation</b> - Maintain accurate records of maintenance activities and logs</li> <li>• Create detailed reports on completed tasks</li> <li>• <b>Vendor Management</b> - Coordinate with external service providers and evaluate their work</li> <li>• <b>Emergency Response</b> - Maintain accurate records of maintenance activities and logs</li> <li>• On-call coverage for emergencies after office hours, weekends, and holidays</li> <li>• <b>Energy Efficiency</b> - Identify opportunities for energy-saving initiatives</li> </ul>	

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• <b>Health and Safety</b> - Adhere to safety guidelines and report hazards promptly</li> </ul>	
<p><b>Technology &amp; Innovation Executive</b></p>	<p><b>Job Requirement:</b></p> <ul style="list-style-type: none"> <li>• Minimum ITE (NITEC/Higher NITEC) or Polytechnic diploma in IT, Electronics, or Engineering</li> <li>• Familiarity with Electronics and (Arduino OR Arduino IDE OR Microcontroller)</li> <li>• Basic understanding of programming and computer systems</li> <li>• Knowledge of Python is a plus</li> <li>• Comfortable with on-site installation work (including wiring, soldering, and equipment setup)</li> <li>• Self-motivated, problem solver, able to work independently and in a team</li> </ul> <p><b>Experience/Skills:</b></p> <ul style="list-style-type: none"> <li>• Hands-on electronics assembly, soldering, and fault diagnosis</li> <li>• Arduino/ Microcontroller and Electronics</li> </ul>	<ul style="list-style-type: none"> <li>• We are seeking a hands-on, motivated individual with a strong interest in electronics and Internet of Things (IoT) technologies to join our Technology &amp; Innovation team.</li> <li>• You will be involved in the installation, configuration, and deployment of electronic and IoT systems for smart facility management applications.</li> <li>• This is a practical, field-based role that will also provide opportunities to learn and contribute to the design, development, and testing of IoT solutions.</li> </ul> <p><b>Primary Duties:</b></p> <ul style="list-style-type: none"> <li>• Plan and carry out installation, wiring, and setup of IoT/electronic systems</li> <li>• Execute on-site fabrication, assembly, and deployment of equipment</li> <li>• Assist in hardware and software testing, troubleshooting, and maintenance</li> <li>• Support project development activities, including prototype building and field trials</li> <li>• Provide basic IT administration and system configuration support</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5.5 days/ week, 9am - 6pm, 9am - 1pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 2 Jurong East Street 21 (S)609601</li> </ul>
<p><b>Workplace Safety &amp; Health Officer (WSHO)</b></p>	<ul style="list-style-type: none"> <li>• Advanced Diploma / Post Diploma in Building, Property / Facilities Management</li> <li>• Minimum 1 year of relevant experience</li> </ul>	<ul style="list-style-type: none"> <li>• The WSHO shall be competent in carrying out their duty of ensuring the safety and health of the persons employed on the contract and all client-</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5.5 days/ week, 9am - 6pm, 9am - 1pm</li> </ul>

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>WSHO need to be registered with MOM</li> </ul>	<ul style="list-style-type: none"> <li>appointed sub-contractors and their workmen.</li> <li>The WSHO shall carry out their duties as stipulated in the Workplace Safety &amp; Health (General Provision) and Workplace Safety &amp; Health (Workplace Safety &amp; Health Coordinator) Regulations and the Workplace Safety &amp; Health Act.</li> <li>The WSHO shall conduct regular safety and health committee meetings with the working team and lead a committee on incident management systems with the safety professionals of the respective tenants of the Property.</li> <li>The WSHO shall also develop and plan the property's safety and health program, including training, tenant briefings, SOPs, etc.</li> <li>The WSHO shall be responsible for correct and safe practices and for inculcating safety awareness for all levels of workmen on the Property.</li> <li>The WSHC shall develop a Safety Register and Risk Assessment file and ensure they are up to date and regularly updated.</li> <li>They shall prepare and submit to the client a monthly safety report based on the client's SO's requirements at the same time as the monthly progress report.</li> <li>The safety report shall contain the particulars stipulated in Workplace Safety &amp; Health</li> </ul>	<ul style="list-style-type: none"> <li><b>Employment Type:</b> Full Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> 2 Jurong East Street 21 (S)609601</li> </ul>

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		(General Provision) & Workplace Safety & Health (Workplace Safety & Health Coordinators) Regulations and the Workplace Safety & Health Act.	

## #7 Hiap Heng Heavyequipment

A one-stop heavy equipment solutions provider specialising in crane leasing, technical lifting services, engineering solutions, and lifecycle maintenance support to ensure operational efficiency and safety.

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<b>Mobile Crane Operator</b>	<ul style="list-style-type: none"> <li>Mobile Crane Operator license is mandatory.</li> </ul>	<ul style="list-style-type: none"> <li>Experience: Proven experience operating various types of mobile cranes (e.g., 70T to 700T+) in construction or marine environments.</li> <li>Skills: Strong knowledge of crane safety, load limits, and hand signals.</li> <li>Attributes: Alert, responsible, and capable of working in high-pressure environments.</li> </ul>	<ul style="list-style-type: none"> <li><b>Employment Type:</b> Full Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> 26A Benoi Place (S)629943</li> </ul>
<b>Lorry Crane Operator</b>	<ul style="list-style-type: none"> <li>Valid Class 4 Driving Licence (Mandatory)</li> <li>Experience driving Prime Mover Truck will be advantage, OJT will be provided for fresh/no experienced driver.</li> <li>Familiar with routes/road in Singapore</li> <li>A team player with good communication and interpersonal skills</li> </ul>	<ul style="list-style-type: none"> <li>Operate a prime mover to transport containers between port terminals, warehouses, and customer premises.</li> <li>Perform daily vehicle inspections to ensure safety and roadworthiness.</li> <li>Ensure timely and accurate deliveries in accordance with scheduling requirements.</li> <li>Adhere to traffic, safety, and port regulations.</li> <li>Report any vehicle faults, delays, or incidents to the supervisor promptly.</li> <li>Perform ad-hoc duties as assigned by the supervisor.</li> </ul>	<ul style="list-style-type: none"> <li><b>Employment Type:</b> Full Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> 26A Benoi Place (S)629943</li> </ul>

Click Here for Table of Content

## #8 KIM YEW INTEGRATED

Kim Yew Integrated is a leading local Integrated Facilities Management and Smart FM company in Singapore. We are known for our specialisation in Electrical and Mechanical Maintenance, Facilities management , Project Management, Building Services and Energy Management in the built environment. We offer IFM service solutions based on smart technology and sustainability.

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<b>Admin or Customer Service Executive (Support team)</b>	<ul style="list-style-type: none"> <li>• Minimum GCE "N" / "O" Level or equivalent and above</li> <li>• At least 2 year(s) of working experience in the related field.</li> <li>• Good communication skills and proficient in Microsoft Office application.</li> </ul>	<ul style="list-style-type: none"> <li>• Providing administration support to the Technical Officers/Engineers/Manager.</li> <li>• Submission of breakdown/routine quotations for Daily Fault Report and walkthrough breakdown claims at site.</li> <li>• Monitoring and following up of site purchase orders, Delivery Orders and E-Invoices for Breakdown, PM &amp; A&amp;A work to be bill.</li> <li>• Monitoring and updating of e-attendance, time off /overtime records for all staff on site.</li> <li>• To provide administrative support and proper documentations necessary for site operations.</li> <li>• File documentation, maintain and update database.</li> <li>• Data entry, basic Admin duties and Office maintenance.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5.5 days/ week</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> </ul>
<b>Facilities Manager / Assistant Facilities Manager</b>	<ul style="list-style-type: none"> <li>• Diploma or Degree in Engineering / Building / Facilities Management or any relevant disciplines.</li> <li>• Proficient and good knowledge in M&amp;E maintenance services.</li> <li>• Minimum 4 years of relevant working experience in Facilities Management industry.</li> </ul>	<ul style="list-style-type: none"> <li>• Oversee and manage the FM team of engineers , technical personnel, specialists, including direct vendors / sub contractors for smooth facilities maintenance.</li> <li>• Ensure all operational issues and emergencies are attended promptly and rectified with minimal inconvenience and disruption.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5.5 days/ week</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> </ul>

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Conduct regular check and inspection to ensure the premise is well maintain.</li> <li>• Ensure all works are carried out in accordance with the schedule planned.</li> <li>• Monitor and track any project works and their progress status.</li> <li>• Monitoring of KPIs to ensure compliance with performance framework.</li> <li>• Ensure effective communication within the team and with internal/external stakeholders to achieve their assigned KPIs.</li> <li>• Prepare monthly reports for the management.</li> </ul>	
<b>Facilities Technician (Aircon , Electrical, Plumbing and Sanitary )</b>	<ul style="list-style-type: none"> <li>• Minimum 2 years of Singapore relevant working experience.</li> <li>• Experience or Familiar with BMS / ACMV systems ( HVAC, chillers , AHUs, FCUs , general building etc).</li> </ul>	<ul style="list-style-type: none"> <li>• To perform maintenance, repair and servicing tasks (Electrical /Aircon / Mechanical / Building).</li> <li>• To carry out corrective maintenance operations for facilities or buildings , including troubleshooting and repairing on mechanical, electrical, ACMV and plumbing systems.</li> <li>• Attend to faults or complaints in a prompt and effective way.</li> <li>• Performing regular maintenance and repairs on the building facilities or systems to ensure smooth operation.</li> <li>• Reporting any fault issues to the supervisor.</li> <li>• Conduct preventive checks and troubleshooting on the M&amp;E systems.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5.5 days/ week</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> </ul>
<b>M&amp;E Engineer</b>	<ul style="list-style-type: none"> <li>• Diploma or Degree in Mechanical/ Electrical</li> </ul>	<ul style="list-style-type: none"> <li>• Plan, execute and supervise all M&amp;E related facilities maintenance work service.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b></li> </ul>

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>Engineering or its equivalent.</p> <ul style="list-style-type: none"> <li>• Minimum 3 years of working experience in Facilities Maintenance industry with M&amp;E relevant working experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Lead a team of technical officers and technicians for the facilities management activities.</li> <li>• Advise and lead the technical (M&amp;E) investigations for rectification works with the manager.</li> <li>• Investigate, analyse and determine root cause and report any M&amp;E breakdown and fault effectively.</li> <li>• Coordinate and supervise the M&amp;E installation and maintenance work. Planning and scheduling of preventive maintenance and corrective maintenance works.</li> <li>• Carrying out regular inspection and provide recommendation for improvement or rectification work if needed.</li> <li>• Conducting regular inspection to ensure all maintenance programme are implemented effectively in strict compliance with instructions and guidelines.</li> <li>• Perform troubleshooting and analyse faults and provide recommendation for sustainable and cost- effective solutions.</li> </ul>	<p>5.5 days/ week</p> <ul style="list-style-type: none"> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> </ul>
<p><b>M&amp;E Supervisor / Technical Officer</b></p>	<ul style="list-style-type: none"> <li>• Higher Nitec or Diploma and above in Mechanical/ Electrical Engineering or its equivalent.</li> <li>• Minimum 3 years of working experience in Facilities Maintenance industry with M&amp;E relevant working experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Lead the team of technicians for any M&amp;E rectification works as per required.</li> <li>• Liaising and managing of external vendors and contractors.</li> <li>• Carrying out maintenance, repairing and servicing tasks on ACMV system (including chilled water system, FCU, AHU and mechanical ventilation system etc.).</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5.5 days/ week</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> </ul>

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• To carry out preventive / breakdown and corrective maintenance.</li> <li>• Attend to defects and requests promptly. Ensuring safety while carrying out the maintenance work.</li> <li>• Preparing of technical reports on breakdown and proposals.</li> <li>• Prepare and create detailed work schedule, manpower and resource planning. Review and track of work progress.</li> <li>• Able to understand engineering drawings and basic engineering code of practice.</li> </ul>	
<b>Project Manager (Facilities Maintenance)</b>	<ul style="list-style-type: none"> <li>• Diploma or Degree in Engineering / Building / Facilities Management or any relevant disciplines.</li> <li>• Proficient and good knowledge in Building and M&amp;E maintenance services.</li> <li>• Minimum 5 years of relevant working experience in SG.</li> </ul>	<ul style="list-style-type: none"> <li>• To lead, plan, coordinate and execute project management works, renovation, A&amp;A, infrastructure Improvement and upgrading related works.</li> <li>• Conduct project meetings with operations team / clients / consultants, contractors etc.</li> <li>• Monitor progress and Ensure all projects are executed smoothly and on time.</li> <li>• Liaise closely with sub-contractors, architects, consultants and relevant authorities to ensure smooth execution of project works.</li> <li>• Coordinating with clients, subcontractors, and other stakeholders to ensure successful project delivery.</li> <li>• Prepare cost estimates based on clients' needs.</li> <li>• Evaluate sub-contractor / supplier's quotation, cost and invoices</li> <li>• Provide cash-flow projection and evaluate contractor's</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5.5 days/ week</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> </ul>

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		monthly progressive payment claim <ul style="list-style-type: none"> <li>• Ensure timely submissions of all variation orders, its valuations and final account closure</li> <li>• Conduct monthly Building inspection with the team</li> <li>• Ensuring compliance with relevant regulations and safety standards.</li> <li>• Providing regular progress updates and reports to the management.</li> </ul>	
<b>Property Executive / Technical Executive</b>	<ul style="list-style-type: none"> <li>• Diploma / Degree in Facilities Management or Engineering or any equivalent.</li> <li>• Facilities Management background with at least 3 years of similar experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Manage a team of in-house Technicians to carry out day-to-day building/ M&amp;E facilities maintenance services.</li> <li>• Develop and implement preventive/ corrective M&amp;E maintenance to ensure smooth and efficient operations of services.</li> <li>• Oversee contractors in fitting out/ reinstatement of A&amp;A works (if needed) in accordance with authorities/ building's regulations.</li> <li>• Managing and fostering relationships with team/vendors and other key stakeholders through effective communications, collaboration, and engagement.</li> <li>• Liaising and coordinating with sub-contractors or vendors to ensure timely maintenance works are done effectively.</li> <li>• Attending to any feedback / complaint / incidents and submitting incident report accordingly.</li> <li>• Monitor and supervise technical (M&amp;E) services and</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5.5 days/ week</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> </ul>


Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>ensure operations run smoothly.</p> <ul style="list-style-type: none"> <li>• Ensure set SLAs (Service Level Agreements) / KPIs (Key Performance Indicators) fulfilled.</li> <li>• Administration of service or term contracts including cost comparisons and negotiation for contract renewal/ replacement of building M&amp;E services.</li> <li>• Calling for quotation and preparing of quotations.</li> </ul>	
<b>Quantity Surveyor</b>	<ul style="list-style-type: none"> <li>• Minimum Diploma / Degree in Building /Quantity Surveying/ Construction Management or any related discipline.</li> <li>• At least 3 years of Singapore QS experience, preferably from Engineering / Construction industry.</li> </ul>	<ul style="list-style-type: none"> <li>• To perform quantity surveying and contracts duties for facilities maintenance &amp; building maintenance services.</li> <li>• To provide support of maintenance and project works function.</li> <li>• Involve in the preparation of contracts to award to vendors and sub-contractors.</li> <li>• Prepare and submit claims for completed works upon receiving the work completion reports.</li> <li>• Manage progress claims and other claims put up from vendors and sub-contractors.</li> <li>• Liaise with client and client's representative on work progress, claims and KPI.</li> <li>• Track, record and update on breakdown of claims, variations claims or omissions.</li> <li>• Manage payments and claims efficiently and effectively.</li> <li>• Monitor and control costs throughout the project lifecycle.</li> <li>• Involve in managing contract variations, valuations, and final accounts.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5.5 days/ week</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> </ul>

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Maintain accurate records of project costs, contracts, and correspondence.</li> </ul>	


## #9 Pixlr

We create innovative cloud-based tools that leverage AI to transform content creation workflows, making them more accessible and efficient. From enhancing visuals to generating designs, we empower millions of users to bring their ideas to life with ease. Our solutions are designed to support individuals and teams at all skill levels, simplifying complex tasks and unlocking new creative possibilities.


Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<b>Gen AI Business Development Manager/ Executive</b> 		<ol style="list-style-type: none"> <li><b>Sales &amp; Marketing Execution</b> <ul style="list-style-type: none"> <li>Plan and implement monthly marketing initiatives to increase sign-ups for AI Learning Programmes and software subscriptions</li> <li>Enhance market visibility via multi-channel promotional campaigns.</li> </ul> </li> <li><b>Strategic Planning &amp; Execution</b> <ul style="list-style-type: none"> <li>Develop and refine campaign strategies and messaging to maximise learner engagement and conversions.</li> <li>Monitor campaign metrics, derive insights, and iterate to improve outcomes.</li> </ul> </li> <li><b>Partner &amp; Reseller Enablement</b> <ul style="list-style-type: none"> <li>Support promotional activities with resellers and distribution partners.</li> <li>Equip partners with tools, copy, and materials to effectively market Pixlr offerings</li> </ul> </li> <li><b>Content &amp; Communication Development</b> <ul style="list-style-type: none"> <li>Craft compelling copy for WhatsApp, email, and other digital channels.</li> </ul> </li> </ol>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5 days/week</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Location:</b> 190 Clemenceau Avenue (S)239924</li> </ul>


Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Communicate Pixlr’s value proposition clearly to different audience segments.</li> <li>5. Innovation &amp; Experimentation                             <ul style="list-style-type: none"> <li>• Propose and test new marketing tactics and campaigns.</li> <li>• Embrace continuous iteration to scale high-performing initiatives.</li> </ul> </li> <li>6. Accept all other duties as assigned by the Line Manager or any of its authorised officers.</li> </ul>	
<p><b>Gen AI Business Operations Manager/ Executive</b> </p>		<ol style="list-style-type: none"> <li>1. Programme Administration                             <ul style="list-style-type: none"> <li>• Manage enrolment, registrations, and communication with participants.</li> <li>• Prepare training schedules, venues (physical or online), and supporting resources.</li> </ul> </li> <li>2. Training Logistics                             <ul style="list-style-type: none"> <li>• Coordinate trainers, facilities, digital platforms, and technical support.</li> <li>• Ensure availability of materials, tools, and equipment before sessions.</li> </ul> </li> <li>3. Learner Support                             <ul style="list-style-type: none"> <li>• Provide guidance, reminders, and support to trainees.</li> <li>• Monitor attendance, engagement, and completion rates.</li> </ul> </li> <li>4. Reporting &amp; Quality Assurance                             <ul style="list-style-type: none"> <li>• Track training metrics (attendance, feedback, outcomes).</li> <li>• Prepare periodic reports for management and recommend improvements.</li> </ul> </li> <li>5. Vendor &amp; Trainer Coordination</li> </ol>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 days/week</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location:</b> 190 Clemenceau Avenue (S)239924</li> </ul>

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Liaise with external trainers, consultants, and vendors where relevant.</li> <li>• Support procurement processes for training resources and tools.</li> </ul> <p>6. Accept all other duties as assigned by the Line Manager or any of its authorised officers.</p>	
<p><b>Gen AI Training Manager / Trainer</b> </p>		<p>1. Training Design &amp; Delivery</p> <ul style="list-style-type: none"> <li>• Develop and deliver training sessions on GenAI platforms (e.g. Designs.ai, Pixlr, ChatGPT, Stable Diffusion, MidJourney).</li> <li>• Customise learning pathways for business functions (e.g. marketing, design, operations).</li> <li>• Conduct live workshops, webinars, and one-to-one coaching.</li> </ul> <p>2. Curriculum Development</p> <ul style="list-style-type: none"> <li>• Design structured training content, including case studies, exercises, and assessments.</li> <li>• Keep content updated with latest GenAI tools, practices, and regulatory considerations.</li> </ul> <p>3. Stakeholder Engagement</p> <ul style="list-style-type: none"> <li>• Collaborate with department leads to identify training needs.</li> <li>• Gather feedback and adjust programmes for relevance and effectiveness.</li> </ul> <p>4. Coaching &amp; Enablement</p> <ul style="list-style-type: none"> <li>• Provide individual and group coaching on applied GenAI use.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 days/week</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location:</b> 190 Clemenceau Avenue (S)239924</li> </ul>

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Support adoption through practical examples and productivity hacks.</li> </ul> <p>5. Accept all other duties as assigned by the Line Manager or any of its authorised officers.</p>	
<p><b>Gen AI Transformation Consultant</b> </p>		<ol style="list-style-type: none"> <li>1. Business Process Analysis                             <ul style="list-style-type: none"> <li>• Assess existing processes, tools, and systems.</li> <li>• Identify inefficiencies and digitalisation opportunities.</li> </ul> </li> <li>2. Solution Design &amp; Implementation                             <ul style="list-style-type: none"> <li>• Recommend and configure digital tools (collaboration, automation, analytics).</li> <li>• Support implementation, testing, and rollout of solutions.</li> </ul> </li> <li>3. Change Management                             <ul style="list-style-type: none"> <li>• Develop communication and adoption plans.</li> <li>• Conduct training sessions and create user documentation.</li> <li>• Support users during transition to new digital tools.</li> </ul> </li> <li>4. Stakeholder Engagement                             <ul style="list-style-type: none"> <li>• Work with department heads to align initiatives with business needs.</li> <li>• Facilitate workshops to capture requirements and feedback.</li> </ul> </li> <li>5. Monitoring &amp; Reporting                             <ul style="list-style-type: none"> <li>• Track adoption metrics and performance improvements.</li> <li>• Prepare reports on impact, ROI, and lessons learned.</li> </ul> </li> <li>6. Government Grant Applications</li> </ol>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 days/week</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location:</b> 190 Clemenceau Avenue (S)239924</li> </ul>

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• To support clients with the relevant government grant applications</li> <li>• Engage with government agencies to support and develop grant solutions for Pixlr clients</li> </ul> <p>7. Project Management</p> <ul style="list-style-type: none"> <li>• Manage assigned projects for clients in digital transformation projects</li> <li>• Manage partner relationship for third party solutions that are included in our projects</li> <li>• Deliver project objectives to meet budget, revenue and other targets</li> </ul> <p>8. Accept all other duties as assigned by the Line Manager or any of its authorised officers</p>	
<p><b>Gen AI Business Development Intern</b></p>		<ul style="list-style-type: none"> <li>• To accelerate the growth of Pixlr's Generative AI Learning Programmes through focused sales and marketing efforts.</li> <li>• To expand market presence by driving learner acquisition and increasing brand visibility.</li> <li>• To contribute to Pixlr's strategic goal of scaling AI education regionally through innovative, data-informed business development.</li> <li>• Sales and marketing of Generative AI Learning Programmes</li> <li>• Campaign strategy and performance optimisation</li> <li>• Reseller and partner marketing support</li> <li>• Promotional content and communication development</li> <li>• Innovation and experimentation in growth</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 days/week</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location:</b> 190 Clemenceau Avenue (S)239924</li> </ul>

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>strategies</p> <ol style="list-style-type: none"> <li>1. Sales &amp; Marketing Execution                             <ul style="list-style-type: none"> <li>• Plan and implement monthly marketing initiatives to increase sign-ups for AI Learning Programmes and software subscriptions</li> <li>• Enhance market visibility via multi-channel promotional campaigns.</li> </ul> </li> <li>2. Strategic Planning &amp; Execution                             <ul style="list-style-type: none"> <li>• Develop and refine campaign strategies and messaging to maximise learner engagement and conversions.</li> <li>• Monitor campaign metrics, derive insights, and iterate to improve outcomes.</li> </ul> </li> <li>3. Partner &amp; Reseller Enablement                             <ul style="list-style-type: none"> <li>• Support promotional activities with resellers and distribution partners.</li> <li>• Equip partners with tools, copy, and materials to effectively market Pixlr offerings</li> </ul> </li> <li>4. Content &amp; Communication Development                             <ul style="list-style-type: none"> <li>• Craft compelling copy for WhatsApp, email, and other digital channels.</li> <li>• Communicate Pixlr’s value proposition clearly to different audience segments.</li> </ul> </li> <li>5. Innovation &amp; Experimentation                             <ul style="list-style-type: none"> <li>• Propose and test new marketing tactics and campaigns.</li> <li>• Embrace continuous iteration to scale high-performing initiatives.</li> </ul> </li> </ol>	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		6. Accept all other duties as assigned by the Line Manager or any of its authorised officers.	

## #10 RAINBOW DRONE SERVICES

Rainbow Drone Services Pte Ltd is a preeminent provider of drone services, including working at heights facade inspection by rope access, mobile elevated platforms and gondolas. With a team of highly skilled and experienced professionals, Rainbow Drone Services Pte Ltd is at the forefront of drone technology and offers a comprehensive suite of services to meet the needs of its clients.

Rainbow Drone Services Pte Ltd leverages its state-of-the-art drone equipment to capture high-resolution images and videos of the facade, which can then be used to identify any potential problems. This innovative approach to inspection is ideal for buildings of all heights and is especially beneficial for inspecting difficult-to-reach areas.

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<b>Façade Inspection Pilot</b>	<ul style="list-style-type: none"> <li>Valid UA Pilot Licence and ability to operate inspection drones' safety.</li> <li>Basic knowledge of building defects and strong attention to detail.</li> <li>Able to work outdoors and coordinate with site teams during inspection.</li> <li>Shift work required occasionally(night shift).</li> <li>Mid-career switchers, candidates without experience(Training and licence sponsorship provided.)</li> <li>On the job training provided</li> </ul>	<ul style="list-style-type: none"> <li>Conduct Drone facade inspections and capture high quality image.</li> <li>Ensure safe, compliant flight operations and equipment check.</li> <li>Assist with data review, reporting and coordination with site teams</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 6 days/week, 9am to 6pm</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> 71 Woodlands Industrial Park E9 (S)757048</li> </ul>
<b>Façade Cleaning Pilot</b>	<ul style="list-style-type: none"> <li>Valid UA Pilot Licence and ability to operate inspection drones safety.</li> <li>Physically fit with a good understanding of</li> </ul>	<ul style="list-style-type: none"> <li>Operate cleaning drones with water-jet systems for safe &amp; efficient façade washing.</li> <li>Perform pre-and post-cleaning checks and follow strict safety protocols.</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 6 days/week, 9am to 6pm</li> <li><b>Employment Type:</b></li> </ul>

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>safety protocols and site operations.</li> <li>Basic technical skills to handle water-jet troubleshoot minor issues.</li> <li>Shift work required occasionally(night shift).</li> <li>Mid-career switchers, candidates without experience (Training and licence sponsorship provided.)</li> <li>On the job training provided</li> </ul>	<ul style="list-style-type: none"> <li>Coordinate with ground crew, monitor cleaning results and maintain equipment.</li> </ul>	<ul style="list-style-type: none"> <li>Full Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> 71 Woodlands Industrial Park E9 (S)757048</li> </ul>
<b>Spotter/ Operation Assistant</b>	<ul style="list-style-type: none"> <li>Able to observe surroundings and follow safety procedures.</li> <li>Basic admin &amp; documentation skills and comfortable using checklist and simple record.</li> <li>Physically able to support site setup and handle light equipment.</li> <li>Shift work required occasionally(night shift).</li> <li>Mid-career switchers, candidates without experience (Training and licence sponsorship provided.)</li> <li>On the job training provided</li> </ul>	<ul style="list-style-type: none"> <li>A spotter supports safe drone operations and identifies hazards on-site.</li> <li>Assist with site setup, equipment handling and basic document.</li> <li>Support admin tasks such as scheduling, checklists and updating cleaning records.</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 6 days/week, 9am to 6pm</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> 71 Woodlands Industrial Park E9 (S)757048</li> </ul>

## #11 SQ 1 Development

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

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<b>Multi-skilled cleaner / Machines Operator</b>	<ul style="list-style-type: none"> <li>To follow standard operating procedures (SOP) workplace safety &amp; health (WSH) as well and MOM rules and regulations.</li> </ul>	<ul style="list-style-type: none"> <li>Responsible for performing a variety of cleaning tasks using both manual methods and cleaning machinery such as scrubber dryers, vacuum cleaners, and high-pressure washers.</li> <li>Tasks may include floor care, carpet cleaning, glass cleaning, and general upkeep of premises.</li> <li>Ensures proper handling and maintenance of cleaning</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5.5 days/week</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Job Type:</b> Contract</li> </ul>
<b>Office and Commercial Cleaners (General / Indoor Cleaner)</b>	<ul style="list-style-type: none"> <li>To follow standard operating procedures (SOP) workplace safety &amp; health (WSH) as well and MOM rules and regulations.</li> </ul>	<ul style="list-style-type: none"> <li>Sweeping of common area, corridors, lift lobbies, staircases landing.</li> <li>Mopping of lift lobbies, common titles area</li> <li>Cleaning and high-dusting(not more then 3m)</li> <li>Vacuuming of carpeted areas</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5.5 days/week</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Job Type:</b> Contract</li> </ul>
<b>Outdoor Cleaner</b>	<ul style="list-style-type: none"> <li>To follow standard operating procedures (SOP) workplace safety &amp; health (WSH) as well and MOM rules and regulations.</li> </ul>	<ul style="list-style-type: none"> <li>Responsible for maintaining cleanliness and tidiness of outdoor areas such as walkways, car parks, parks, and building exteriors.</li> <li>Duties include sweeping, picking up litter, emptying bins, and washing surfaces.</li> <li>Must work efficiently, follow safety guidelines, and ensure a clean and hygienic environment</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5.5 days/week</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Job Type:</b> Contract</li> </ul>
<b>Pantry lady / Tea lady</b>	<ul style="list-style-type: none"> <li>To follow standard operating procedures (SOP) workplace safety &amp; health (WSH) as well and MOM rules and regulations.</li> </ul>	<ul style="list-style-type: none"> <li>Responsible for preparing and serving beverages such as tea, coffee, and light refreshments to staff and visitors.</li> <li>Duties include maintaining cleanliness and hygiene of the pantry area, replenishing pantry supplies, washing used cups and utensils, and</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5.5 days/week</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Job Type:</b> Contract</li> </ul>

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		assisting in basic pantry stock inventory	
<b>Restroom Cleaner</b>	<ul style="list-style-type: none"> <li>To follow standard operating procedures (SOP) workplace safety &amp; health (WSH) as well and MOM rules and regulations.</li> </ul>	<ul style="list-style-type: none"> <li>Responsible for maintaining the cleanliness and hygiene of restrooms in public or private facilities.</li> <li>Duties include cleaning toilets, urinals, sinks, mirrors, and floors, replenishing supplies (toilet paper, soap, hand towels), and ensuring proper waste disposal.</li> <li>Must follow safety and sanitation standards at all times.</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5.5 days/week</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Job Type:</b> Contract</li> </ul>
<b>Supervisor</b>	<ul style="list-style-type: none"> <li>To follow standard operating procedures (SOP) workplace safety &amp; health (WSH) as well and MOM rules and regulations.</li> <li>Require Supervisor certificate</li> </ul>	<ul style="list-style-type: none"> <li>Responsible for overseeing cleaning operations, managing a team of cleaners, and ensuring all assigned areas are cleaned to company standards.</li> <li>Duties include scheduling, conducting inspections, training staff, handling</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5.5 days/week</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Job Type:</b> Contract</li> </ul>

## #12 UEMS Solutions

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

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<b>Healthcare Attendant</b>	<ul style="list-style-type: none"> <li>No experience required.</li> <li>5 work day including weekends</li> </ul>	<ul style="list-style-type: none"> <li>Orientate patients to assigned beds/facilities.</li> <li>Answer patient's calls and relay patient's requests to department-in-charge.</li> <li>Attend to patient's basic needs e.g. toilet baths, bed sponging, serving of meals and drinks, feeding.</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5 days/week, 7am to 3pm, 9am to 5pm, 1pm to 9pm, 3pm to 11pm, 9pm to 7am</li> </ul>

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Conduct bedpan/urinal rounds; change patient’s diapers.</li> <li>• Walk patients to toilet and assist them in toilets.</li> <li>• Monitor restless patients and ensure that they are safe and comfortable.</li> <li>• Chaperone female patients where required.</li> <li>• Clean spillages, discharges, and vomit bowls, urinals as and when needed.</li> <li>• Maintain the tidiness and cleanliness of beds, lockers and non-patient rooms (e.g. store room).</li> <li>• Assist in inventory of linen and department items (e.g. flasks, pillows, bedpans).</li> <li>• Any other relevant duties as and when assigned by the Superior.</li> </ul>	<p>(Rotating shift by roster)</p> <ul style="list-style-type: none"> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> Novena, Sengkang</li> </ul>
<p><b>Healthcare Porters</b></p>	<ul style="list-style-type: none"> <li>• Able to know how to use mobile applications to attain job assignments by the controller.</li> <li>• Able to communicate in English</li> </ul>	<ul style="list-style-type: none"> <li>• Attend regular roll call meetings to know daily operational deployment.</li> <li>• Attend in-service training to learn new skills and service knowledge to perform portering services.</li> <li>• Carry out portering duties which include but are not limited to the following:</li> <li>• With the help of ward staff, assist in transporting and transferring patients on trolley to the wards and to other hospitals, where required.</li> <li>• With the help of ward staff, assist in receiving and transferring patients from and to the ambulance, where required.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 6 days/week</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> Islandwide</li> </ul>

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• With the help of ward staff, assist fall risk patients on and off wheelchairs.</li> <li>• Send patients to ancillary departments for treatment / examination.</li> <li>• Accompany patients to allied health departments for treatment/examination, where required.</li> <li>• Send and collect equipment/specimens/blood/ x-rays films/case records from allied health/ancillary departments.</li> <li>• Any other relevant duties as and when assigned by the Superior.</li> </ul>	
<p><b>Housekeepers</b></p>	<ul style="list-style-type: none"> <li>• No experience required.</li> </ul>	<ul style="list-style-type: none"> <li>• Attend regular roll call meetings to know daily operational deployment.</li> <li>• Attend in-service training to learn new skills and service knowledge to perform housekeeping services.</li> <li>• Execute routine cleaning assignments at assigned areas (such as patient wards, compound areas, critical surgical areas, medical center, administration offices, laboratory areas, waiting compound areas and public restrooms).</li> <li>• Use various cleaning chemicals and disinfectants on deployed areas.</li> <li>• Operate machinery for project and periodic cleaning, disinfection on non-medical/medical equipment, if required.</li> <li>• Ensure the environmental service standards are met.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 6 days/week</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> Islandwide</li> </ul>

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Escalate any matter/ feedback to the upline superior when necessary.</li> <li>Undertake any other ad hoc duties as and when assigned by the superior.</li> </ul>	
<b>Housekeeping Team Leader / Supervisor</b>	<ul style="list-style-type: none"> <li>Minimum N' Level.</li> </ul>	<ul style="list-style-type: none"> <li>Supervise a team of Housekeepers in carrying out cleaning works and maintaining cleanliness of the assigned areas.</li> <li>Conduct regular roll-call and ensure staff are properly attired and groomed, and necessary information cascaded during the roll-call.</li> <li>Handle feedbacks and complaints, respond to customer's request promptly. To escalate to Superior when necessary.</li> <li>Maintain and ensure that all equipment clean, well labelled and in good working conditions.</li> <li>Oversee the planning and scheduling of the Housekeepers.</li> <li>Any other relevant duties as and when assigned by the Superior.</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 6 days/week</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> Islandwide</li> </ul>
<b>Meal Service Associate</b>	<ul style="list-style-type: none"> <li>Minimum N' Level with relevant frontline customer service experience.</li> <li>Able to read, write and speak English</li> </ul>	<ul style="list-style-type: none"> <li>Updating patient's meal requirements in meal ordering system.</li> <li>Serving of meals (Breakfast, Lunch, Dinner, Tea Break) &amp; collection of meal trays after meal service.</li> <li>Preparation and serving of beverages.</li> <li>Serving of adhoc beverages, snacks and supper.</li> <li>General maintenance and stocking of ward pantry (includes wipe down of ward trolleys).</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 6 days/week, 6.45am to 3.15pm, 12.30pm to 9pm</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> Outram Park</li> </ul>


Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Gather patient feedback and attend to and resolve patients' feedback on meal related issue.</li> <li>May be required to conduct beverage preparation in Central Kitchen.</li> <li>Any other Meal Service Associate related work scope as required.</li> </ul>	
<b>Patient Service Associate</b>	<ul style="list-style-type: none"> <li>Minimum N' Level with relevant frontline customer service experience.</li> <li>Able to read, write and speak English</li> <li>5 work days including weekends</li> </ul>	<ul style="list-style-type: none"> <li>Perform visitor registration, concierge services and information counter services.</li> <li>Handle complaints/ feedback and resolve issues by performing service recovery.</li> <li>To update or escalate to Team Leader of any incident that occurred and steps taken to rectify issues.</li> <li>Assist in kiosk registration, queue management, entry and exit access via gantries.</li> <li>Attend to patients/ visitors' enquiries and feedback.</li> <li>Provide wayfinding and wheelchair assistance.</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5 days/week, 07:30 am to 5:00 pm, 08:00 am to 5:30 pm, 11:30 am to 9:00 pm, 1:00pm to 10:00pm</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> Outram Park</li> </ul>
<b>Public Area Cleaners</b>	<ul style="list-style-type: none"> <li>No experience required for this role.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure all public restrooms, toilets are cleaned, and amenities are stocked at all times.</li> <li>Maintain cleanliness of walls, floors, doors and tabletops as and when necessary, in the lobby area at all times.</li> <li>Empty and clear trash bins in public areas.</li> <li>Maintain furniture and equipment in a serviceable condition and report any defects immediately to the superior.</li> <li>Handle all lost and found properties by following the correct procedure.</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 6 days/week, 7:00 am to 4:00 pm, 9:00am to 6:00 pm, 2:00 pm to 11:00 pm, 10:00 pm to 7:00 am</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> Islandwide</li> </ul>

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Carry out any projects and assignments as directed by the Superior.</li> </ul>	
<b>Room Attendant</b>	<ul style="list-style-type: none"> <li>No experience required.</li> </ul>	<ul style="list-style-type: none"> <li>Performing in daily cleaning of the guest room, common areas, and replenishment of amenities.</li> <li>Ensuring cleanliness of the guest rooms and the common area must meet the standard requirement by Management.</li> <li>To carry out other duties as assigned by the housekeeping supervisor or the Management.</li> <li>Handle housekeeping requests by guests.</li> <li>To check and deliver the guest's laundry to the guest room daily.</li> <li>Able to handle all kinds of chemicals required for cleaning duties</li> <li>Undertake any other ad hoc duties as and when assigned by the superior.</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 6 days/week, 7:00 am to 4:00 pm, 9:00am to 6:00 pm, 2:00 pm to 11:00 pm, 10:00 pm to 7:00 am</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> Islandwide</li> </ul>

## #13 Wong Fong Academy

Wong Fong Academy (WFA) is an educational institute started in 2011 to provide quality skills training across all industrial sectors in Singapore. Our training and consultancy services are designed, planned and conducted by a team with vast experience in their respective fields.


WFA engages with regulatory bodies to keep abreast of changes to ensure that the services we develop are both current and relevant. Reflected in our tagline "Safety, Your Personal Responsibility", we constantly strive to inculcate safety mentality in all our trainees.

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<b>Conceptual Artist Trainer(PT)</b> 	<ul style="list-style-type: none"> <li>Bachelor's degree in Fine Arts, Illustration, Animation, or a related field (preferred).</li> </ul>	Training & Mentorship <ul style="list-style-type: none"> <li>Develop and deliver structured training sessions, workshops, and courses on conceptual art.</li> </ul>	<ul style="list-style-type: none"> <li><b>Employment Type:</b> Part Time</li> <li><b>Job Type:</b> Freelance</li> <li></li> </ul>


Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Proven experience as a Conceptual Artist in professional projects.</li> <li>• Previous teaching, training, or mentorship experience is a strong advantage.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide hands-on guidance in areas such as character design, environment design, prop design, and visual storytelling.</li> <li>• Mentor learners individually, offering constructive feedback to improve their skills and artistic vision.</li> </ul> <p>Curriculum Development</p> <ul style="list-style-type: none"> <li>• Design comprehensive learning modules tailored to different skill levels (beginner, intermediate, advanced).</li> <li>• Incorporate modern tools, software, and industry techniques into the training programs.</li> <li>• Continuously update course content based on industry trends and technological advancements.</li> </ul> <p>Assessment &amp; Feedback</p> <ul style="list-style-type: none"> <li>• Evaluate students' progress through assignments, projects, and portfolio reviews.</li> <li>• Provide actionable feedback to help learners refine their conceptual art skills.</li> <li>• Recommend areas of improvement and personalized learning paths for students.</li> </ul> <p>Industry Insight &amp; Guidance</p> <ul style="list-style-type: none"> <li>• Introduce learners to industry practices, workflows, and professional standards.</li> <li>• Offer guidance on building portfolios and preparing for employment in creative industries.</li> </ul>	

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		Collaboration & Administration <ul style="list-style-type: none"> <li>• Work with curriculum designers, educational institutions, or studios to align training objectives.</li> <li>• Maintain records of student progress and training outcomes.</li> </ul>	
<b>Sales Executive (Corporate)</b> 	<ul style="list-style-type: none"> <li>• Minimum Diploma or equivalent qualification (sales/marketing background preferred).</li> <li>• Strong communication and interpersonal skills to engage learners effectively.</li> <li>• Energetic, proactive, and comfortable with identifying new corporate clients</li> <li>• Goal-driven with the ability to meet and exceed KPIs.</li> <li>• Performance Commitment: Achievement of monthly/quarterly KPIs tied to course enrolments</li> <li>• Able to work independently and as part of a team.</li> <li>• Prior experience in sales, education, or events coordination will be an advantage.</li> <li>• Willingness to work on weekdays, morning or afternoon till evenings, and weekends as required.</li> <li>• Willing to work evenings/weekends/PH when roadshows or events when necessary</li> </ul>	<ul style="list-style-type: none"> <li>• The Corporate Sales Executive under Academy of Design Arts and Media, a subsidiary under WFA is responsible for promoting the organisation’s courses, professional workshops, and corporate team-building programmes to companies and organisations.</li> <li>• The role involves identifying new corporate clients, building relationships with HR and training managers, and recommending suitable training solutions to support workforce development and skills upgrading.</li> <li>• Responsibilities include preparing proposals, managing client accounts, achieving sales targets, and coordinating with internal teams to ensure smooth delivery of training programmes.</li> <li>• The ideal candidate should have strong communication and negotiation skills with a proactive and results-driven sales mindset.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 days/week (including weekends/PH for roadshows/ events if any) 9.5 hrs/ day including lunch break of 1 hr</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> Mainly at Chinatown, selective Island-wide (event venues/malls , community spaces, and roadshows across Singapore)</li> </ul>

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<p><b>Training Operations Executive</b> </p>	<ul style="list-style-type: none"> <li>• Diploma in Human Resources, Business Administration, or a related field (preferred).</li> <li>• Previous experience in training operations, learning and development, or administrative roles is advantageous.</li> <li>• Willingness to work on weekdays, morning or afternoon till evenings, and weekends as required.</li> <li>• Performance Commitment: Achievement of monthly/quarterly KPIs tied to course enrolments</li> </ul>	<p>Training Coordination</p> <ul style="list-style-type: none"> <li>• Schedule and organize training sessions, workshops, and seminars.</li> <li>• Coordinate with trainers, internal teams, and external vendors to ensure smooth delivery of programs.</li> <li>• Manage logistics including training venues, equipment, materials, and virtual platforms.</li> </ul> <p>Administration &amp; Record-Keeping</p> <ul style="list-style-type: none"> <li>• Maintain accurate training records, attendance, and participant data.</li> <li>• Track training budgets, expenses, and approvals.</li> <li>• Prepare reports on training activities, participation, and outcomes.</li> </ul> <p>Participant Support</p> <ul style="list-style-type: none"> <li>• Assist participants with enrollment, queries, and training-related communication.</li> <li>• Collect feedback from participants to assess satisfaction and areas for improvement.</li> <li>• Undertake other ad hoc assignments as required</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 days/week (including weekends/PH when required), 9.5 hours including lunch break of 1 hour</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> Island-wide (event venues/malls , community spaces, and roadshows across Singapore)</li> </ul>

## e2i Services

- Career Coaching & Job Matching
- SkillsFuture Advice

### Meet an e2i Career Coach

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

<https://e2i.sg/cg-cp123?r=qr>



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## Discover our Services at a Centre Near You

**e2i Career Centre (DNI)**  
 Devan Nair Institute for Employment and Employability  
 80 Jurong East St 21 Level 2  
 Singapore 609607

**Operating Hours**  
 Mondays: 2:30pm to 5pm  
 Tuesdays to Fridays: 9am to 5pm  
 Saturdays: 9am to 1pm  
 Sundays & Public Holidays: Closed

**e2i Career Centre (OMB)**  
 One Marina Boulevard  
 1 Marina Boulevard #B1-03  
 Singapore 018989

**e2i Career Centre (OTH)**  
 ServiceSG Centre  
 Our Tampines Hub  
 1 Tampines Walk #01-21  
 Singapore 528523

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Be alerted daily on the latest job vacancies from hiring companies. Subscribe to JSC Telegram channels today! If you don't have Telegram, get more info on how to download the app at <https://telegram.org/>

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