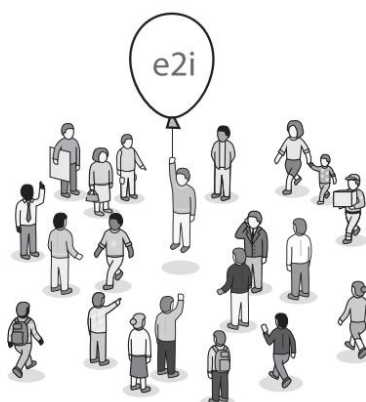


# e2i Built Environment & LS 2 Services – Job Fair @ Sembawang MRT

Together, Potential Meets Opportunities

## JOB LISTING BOOKLET



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**Date: 19 January 2024 (Friday)**  
**Time: 10am to 4pm**



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

### **About e2i (Employment and Employability Institute)**

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

| Job Positions | Key Responsibilities / Pre-requisites                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Working Hours / Location                                                                                                                                                                                                         |
|---------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Cleaners      | <p><b><u>Job Description:</u></b></p> <ul style="list-style-type: none"> <li>• Perform cleaning in the premises as directed by Senior Supervisor/Supervisor/ARM.</li> <li>• Maintain cleanliness of assigned areas.</li> <li>• Ensure safety measures are adhered to during operation.</li> <li>• Update job and log card record entries.</li> <li>• Handle tools and equipment</li> <li>• Prepare the appropriate tools and equipment for cleaning.</li> <li>• Ensure the appropriate tools and equipment are adequate and in working condition.</li> <li>• Ensure tools and equipment are replenished, reinstated, and maintained.</li> <li>• Handle incidents.</li> <li>• Respond to incidents and emergencies as directed.</li> <li>• Report operational abnormalities to the appropriate person.</li> <li>• Empty waste bins.</li> <li>• Sweep and vacuum floor or carpets of assigned area.</li> <li>• Wash and maintain the cleanliness of bathrooms and toilets.</li> <li>• Wipe tabletops, shelves, and partitions of assigned areas.</li> <li>• Any other duties as assigned.</li> </ul> <p><b><u>Job Requirement:</u></b></p> <ul style="list-style-type: none"> <li>• Immediate.</li> <li>• Seniors are welcome.</li> <li>• For Singaporean and PR.</li> </ul> | <ul style="list-style-type: none"> <li>• 5, 5.5 or 6 days</li> <li>• 7am to 3pm<br/>8am to 5pm<br/>9am to 6pm</li> <li>• Full time or<br/>Part time /<br/>Permanent</li> <li>• Locations - East</li> </ul>                       |
| Cleaners      | <p><b><u>Job Description:</u></b></p> <ul style="list-style-type: none"> <li>• Maintain cleanliness and hygiene in toilets.</li> <li>• General cleaning includes sweeping, mopping, brushing, sanitizing.</li> <li>• Empty trash cans.</li> <li>• Liaise with in-charge for any ad-hoc duties.</li> </ul> <p><b><u>Job Requirement:</u></b></p> <ul style="list-style-type: none"> <li>• Able to speak English (due to working location).</li> <li>• Demonstrate can do attitude and competence for assigned responsibilities.</li> <li>• Takes initiative and be proactive.</li> <li>• Need Full-Time / Night Shift &amp; Part Time Cleaners.</li> <li>• For night shift, applicant must be able to do heavy duty work such as toilet flushing, operating cleaning machines such as ride-on etc.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <ul style="list-style-type: none"> <li>• 6 days</li> <li>• 7am to 11am<br/>7am to 3pm<br/>3pm to 11pm<br/>10pm to 7am</li> <li>• Full time or<br/>Part time /<br/>Permanent</li> <li>• Locations –<br/>Changi Airport</li> </ul> |
| Cleaners      | <p><b><u>Job Description:</u></b></p> <ul style="list-style-type: none"> <li>• General Cleaning - Inbound &amp; Outbound.</li> <li>• Toilet Cleaning.</li> <li>• Adhoc cleaning as per supervisor's instruction.</li> <li>• Oversee cleaning operations.</li> <li>• Managing team of cleaners.</li> <li>• Required to support cleaning operations when required.</li> </ul> <p><b><u>Job Requirement:</u></b></p> <ul style="list-style-type: none"> <li>• Immediate.</li> <li>• Seniors are welcome.</li> <li>• For Singaporean and PR.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <ul style="list-style-type: none"> <li>• 5 &amp; 5.5 days</li> <li>• 7am to 3pm<br/>8am to 5pm</li> <li>• Full time or<br/>Part time/<br/>Permanent</li> <li>• Locations –<br/>MOE Schools</li> </ul>                            |

| Job Positions              | Key Responsibilities / Pre-requisites                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Working Hours / Location                                                                                                                                                                           |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Cleaners</b>            | <p><b><u>Job Description:</u></b></p> <ul style="list-style-type: none"> <li>Responsible for all basic cleaning in and around the premises.</li> <li>Wash and clean toilets.</li> <li>Mopping of floor.</li> <li>Restock hand soap / hand towers dispensers as required.</li> <li>Disposing of waste and replace bin with clean trash bags after clearing.</li> <li>Maintain and ensure pantry area is clean and tidy.</li> <li>Primary education or equivalent.</li> </ul> <p><b><u>Job Requirement:</u></b></p> <ul style="list-style-type: none"> <li>Immediate.</li> <li>Seniors are welcome.</li> <li>For Singaporean and PR.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <ul style="list-style-type: none"> <li>5 days</li> <li>8am to 6pm<br/>1pm to 5pm</li> <li>Full time or<br/>Part time/<br/>Permanent</li> <li>Locations -<br/>SENIOR DAY<br/>CARE CENTRE</li> </ul> |
| <b>Cleaning Supervisor</b> | <p><b><u>Job Description:</u></b></p> <ul style="list-style-type: none"> <li>Supervise multiple teams of cleaners in multiple cleaning projects.</li> <li>Train cleaners and team leaders on service standards and provide help and guidance when necessary.</li> <li>Assist in planning work schedules and deployment of manpower.</li> <li>Monitor and follow up on compliance with cleaning procedures, workplace safety and tender specifications.</li> <li>Implement operation plans to improve work processes and service quality.</li> <li>Interact and handle complaints and feedback and build relationships with customers.</li> <li>Check cleaning equipment condition.</li> <li>Monitor cleaning material stock level and re-order materials when needed.</li> <li>Solve operational problems and make decisions.</li> <li>Submit daily cleaning report.</li> <li>Facilitate effective communication and engagement at the workplace.</li> </ul> <p><b><u>Job Requirement:</u></b></p> <ul style="list-style-type: none"> <li>Experience needed.</li> <li>Immediate hire.</li> <li>For Singaporean and PR.</li> </ul> | <ul style="list-style-type: none"> <li>6 days</li> <li>Flexible<br/>working hours</li> <li>Full time/<br/>Permanent</li> </ul>                                                                     |