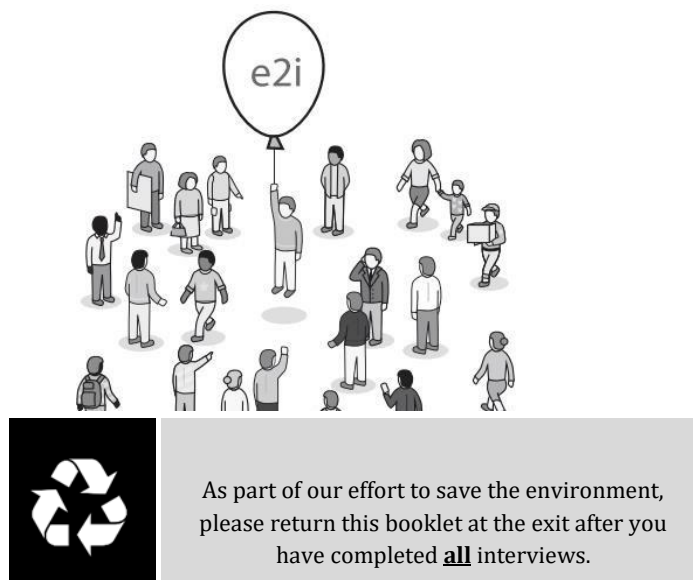


e2i Jobs & Skills Roadshow@ Heartland Malls

12 Sept 2024

JOB LISTING BOOKLET
[NTUC LHUB@ Jurong Point:
Sun City Maintenance]



About e2i (Employment and Employability Institute)

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

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#1 Sun City Maintenance

We are a leading cleaning provider that was founded more than two decades ago. We provide internal and façade cleaning for commercial, industrial and residential properties; shopping malls; parks; columbarium and crematorium in Singapore.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Common Cleaner	• Able to walk and stand for 45 minutes continuously • Able to carry load	• Clean building floors by sweeping, mopping, scrubbing or vacuuming • Gather and empty debris	• 44 hours/ Henderson Road
Restroom Cleaner	• Able to stand for 45 minutes continuously • Able to carry load • Able to squad to wash toilets	• Clean toilets by washing, sweeping, mopping or scrubbing • Gather and empty debris • Replenish toilet rolls, hand towels and handsoap	• 44 hours/ Henderson Road
Operations Supervisor	• Relevant cert • Cleaning experience • Leadership experience	• Coach, train and supervise cleaners • Plan cleaning service operations • Manage incident • Operate cleaning machines when required • Handle cleaning chemicals • Ensure productivity, effectiveness and efficiency • Execute company policies and ensure compliance • Manage HR, supplies, equipment	• 44 hours/ Henderson Road
Operations Executive	• NITEC • Cleaning experience • Leadership experience	• Forecast, plan, recruit and deploy cleaners to meet the site(s) contractual requirements • Oversee incident management • Represent company in customer relations • Inspect and audit assigned site(s) regularly to maintain and improve performance • Ensure productivity, effectiveness and efficiency of assigned site(s)	• 44 hours/ Henderson Road

Click Here for Table of Content

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		• Execute company policies at assigned site(s) and ensure compliance • Manage HR, supplies, equipment and finance of assigned site(s) • Forecast, plan and support training of staff of assigned site(s)	
Operations Manager	• Relevant diploma/degree • Leadership experience	• Educate, uphold and guard company core values and culture across all job sites • Building open and trusting relationship with clients • Manage staff motivation, discipline, development and performance • Monitor and uphold the cleaning and maintenance quality standards and operating procedures for all job-sites • Ensure effective OJT and upskilling of all operational staff • Oversee the profitability and cost effectiveness of assigned job sites • Plan manpower deployment at various site to meet the contractual requirement of clients • Resolve feedback/complaints from clients and taking immediate preventive measures to ensure that similar problem does not recur • Recruit and induct new employees • Ensure all WSH and Safety Compliance Committee requirements are met	• 44 hours/ Henderson Road

#2 e2i services

e2i Services

- Career Coaching & Job Matching
- SkillsFuture Advice

NTUC Job Security Council's Telegram Channels

Be alerted daily on the latest job vacancies from hiring companies.

- Subscribe to **PMET Jobs-Alert**
(e.g. Analysts, Engineers, Executives, Technicians, etc)
<https://bit.ly/jsc-ja-pmet>
- Subscribe to **Non-PMET Jobs-Alert**
(e.g. Temporary, part-time jobs, operators, packer roles)
<https://bit.ly/jsc-ja-nonpmet>



Check out our e-Resources for Jobs & Skills

Explore this site to get this information:

- Career Resource kit for Professionals
 - Career Assessment Tool
 - e2i Resume Builder
 - Career Fairs
- and many more.

<https://e2i.sg/crp-yellow?r=qr>



Find out the benefits you will enjoy as a NTUC Union Member. Sign up today!



<https://ntuc.co/4cxkqt4?r=qr>

Concerned about your Job Security in this period?

In this critical period, we wish to help all workers to tighten their job security. We have compiled a list of resources for you to widen your search, sharpen your skills, and receive funding support.

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>



You can also reach them at the following centres (By appointment only):

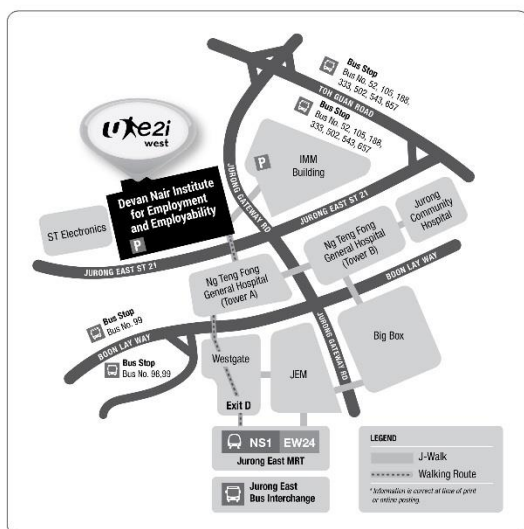


e2i west

Devan Nair Institute of Employment and Employability
80 Jurong East St 21 Level 2
Singapore 609607



Find us at these other locations.



<https://e2i.sg/locjw2?r=qr>

Operating Hours: Monday till Friday: 9am to 5pm
Saturday: 9am to 1pm
Sunday & Public Holiday: Closed