

e2i x Bukit Panjang Career Fair

9 May 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.

Legend:  – PMET Roles















Participating Companies
















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#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
BIM Technical Specialist 	<ul style="list-style-type: none"> Degree/Diploma in Construction or Engineering related background. Prior experience in BIM modelling and/or coordination. Experience in computational BIM or 4D/5D BIM is highly advantageous. 	<ul style="list-style-type: none"> To conduct digital delivery implementation services, guide junior BIM Modelers, conduct training 	<ul style="list-style-type: none"> Working Hours: 5 days / week Mon – Fri: 8.30am – 6.30 pm Employment Type: Full Time Location: 200 Braddell Road (S)579700
BIM/CAD Engineer 	<ul style="list-style-type: none"> Higher Nitec/Degree in Construction or Engineering related background No experience required Other qualifications considered: Any engineering subjects, Intelligent Building Technology, Graphic Arts, Visual/ Product/ Interior Design, Landscape Architecture, Environmental Engineering, Mechatronic, Aeronautical, etc. 	<ul style="list-style-type: none"> Begin your engineering career by enrolling on our 26-month structured Career Advancement Programme (CAP). Our programme sets you on the pathway to become an Accredited BIM Professional for Digital Delivery Management Accreditation Scheme. Your time on our programme counts towards the work experience requirement for the accreditation. Upon completion of your MEP, you have the option of joining our team as a business partner, BIM specialist, or trainer. With AcePLP's assistance, you will find your ideal career. You will receive 2 months of training in BIM/CAD by an 	<ul style="list-style-type: none"> Working Hours: 5.5 days / week Mon – Fri: 8.30am – 5.30 pm Sat: 8.30am – 12.30pm Employment Type: Full Time Location: 200 Braddell Road (S)579700



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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		Approved Training Provider. You will attain WSQ-recognized certifications.	

#2 Amara Hotels & Resorts


Our flagship, Amara Singapore Hotel, is conveniently located in Singapore's thriving Central Business District, next to the Tanjong Pagar MRT Station. This business hotel in Singapore is easily accessible by major transportation modes and within walking distance to the fascinating Chinatown, the Tanjong Pagar Conservation District, key office buildings, foreign and local banks, post offices, shops, as well as dining and entertainment establishments. Amara Sanctuary Resort Sentosa is a 140-room boutique resort in Singapore nestled within 3.5 hectares of secluded tropical gardens on the hillside of Sentosa's popular Palawan Beach

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Assistant Housekeeper 	<ul style="list-style-type: none"> • Guest-oriented and detailed focused. • Able to work on shifts, weekends and public holidays. 	<ul style="list-style-type: none"> • Assist housekeeping in overseeing daily housekeeping operations. 	<ul style="list-style-type: none"> • Working Hours: 6 day / week rotating shifts • Employment Type: Full Time • Job Type: Permanent • Location: 1 Larkhill Road (S)099394
Assistant Restaurant Manager 	<ul style="list-style-type: none"> • Good communications and interpersonal skills 	<ul style="list-style-type: none"> • Ensure smooth daily operations in the restaurant & bar 	<ul style="list-style-type: none"> • Working Hours: 6 day / week rotating shifts • Employment Type: Full Time • Job Type: Permanent • Location: 1 Larkhill Road (S)099394

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Banquet Operations Manager 	<ul style="list-style-type: none"> • Minimum at least 3 years of F&B experience with strong background in banquet operations. • Service orientated with an eye for details. • Able to work on shifts, weekends and public holidays. 	<ul style="list-style-type: none"> • Oversee and manage the hosting of banquets to provide excellent guests' experience. • Ensure daily administration and operations requirements of the banquet department. 	<ul style="list-style-type: none"> • Working Hours: 6 day / week rotating shifts • Employment Type: Full Time • Job Type: Permanent • Location: 1 Larkhill Road (S)099394
Guest Service Executive 	<ul style="list-style-type: none"> • Experience in customer service preferred 	<ul style="list-style-type: none"> • Greet guests warmly and perform registration procedures. 	<ul style="list-style-type: none"> • Working Hours: 6 day / week rotating shifts • Employment Type: Full Time • Job Type: Permanent • Locations: 1 Larkhill Road (S)099394 165 Tanjong Pagar Road (S)088539
Guest Service Manager 	<ul style="list-style-type: none"> • Minimum 3 years of experience in similar capacity 	<ul style="list-style-type: none"> • Responsible for managing guest relations and supporting the Guest Service Team in offering the highest level of service to hotel guests, ensuring pleasant and enjoyable experiences 	<ul style="list-style-type: none"> • Working Hours: 6 day / week rotating shifts • Employment Type: Full Time • Job Type: Permanent • Location: 165 Tanjong Pagar Road (S)088539
M&E Technician	<ul style="list-style-type: none"> • Skilled and knowledgeable in M&E 	<ul style="list-style-type: none"> • Perform preventive maintenance program on 	<ul style="list-style-type: none"> • Working Hours:

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>maintenance and is able to troubleshoot M&E</p>	<p>hotel M&E equipment, including plumbing/sanitary system to standard</p>	<p>6 day / week rotating shifts</p> <ul style="list-style-type: none"> • Employment Type: Full Time • Job Type: Permanent • Location: 165 Tanjong Pagar Road (S)088539
Public Attendant	<ul style="list-style-type: none"> • Able to work on shifts, weekends and public holidays. 	<ul style="list-style-type: none"> • Maintain cleanliness of the resort in accordance with procedures & guidelines. 	<ul style="list-style-type: none"> • Working Hours: 6 day / week rotating shifts • Employment Type: Full Time • Job Type: Permanent • Location: 1 Larkhill Road (S)099394
Restaurant Executive 	<ul style="list-style-type: none"> • Service-oriented with excellent interpersonal and communication skills. • Able to work on shifts, weekends and public holidays. 	<ul style="list-style-type: none"> • Assist in supervision of daily operations of the outlet. • Establish rapport with guests to ensure service excellence. 	<ul style="list-style-type: none"> • Working Hours: 6 day / week rotating shifts • Employment Type: Full Time • Job Type: Permanent • Location: 1 Larkhill Road (S)099394
Restaurant Manager 	<ul style="list-style-type: none"> • Minimum 3 years' experience in F&B. • Strong communication, problem solving and people skills. • Able to work on shifts, weekends and public holidays. 	<ul style="list-style-type: none"> • Ensure smooth daily operations in the restaurant & bar 	<ul style="list-style-type: none"> • Working Hours: 6 day / week rotating shifts • Employment Type: Full Time

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
			<ul style="list-style-type: none"> • Job Type: Permanent • Location: 165 Tanjong Pagar Road (S)088539
Sales Manager/ Snr Sales Manager (Weddings/ Events) 	<ul style="list-style-type: none"> • Working knowledge of MS office & hotel systems. 	<ul style="list-style-type: none"> • Maximize sales revenue for the meeting rooms, event space and room sales revenue for the hotel. 	<ul style="list-style-type: none"> • Working Hours: 5 day / week 8.30am to 6.15pm or 9am to 6.45pm • Employment Type: Full Time • Job Type: Permanent • Location: 165 Tanjong Pagar Road (S)088539
Senior Room Attendant	<ul style="list-style-type: none"> • Able to work on shifts, weekends and public holidays. 	<ul style="list-style-type: none"> • Maintain cleanliness of the guest rooms in accordance with procedures & guidelines. 	<ul style="list-style-type: none"> • Working Hours: 6 day / week rotating shifts • Employment Type: Full Time • Job Type: Permanent • Location: 1 Larkhill Road (S)099394
Senior Security Officer	<ul style="list-style-type: none"> • Experience as a security in hotel. • Able to work on shifts, weekends and public holidays. 	<ul style="list-style-type: none"> • Ensure safety and security of hotel guests & staff. • Conduct regular patrolling & investigations. 	<ul style="list-style-type: none"> • Working Hours: 6 day / week rotating shifts • Employment Type: Full Time • Job Type: Permanent




Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
			<ul style="list-style-type: none"> • Location: 1 Larkhill Road (S)099394
Senior/ Security Officer	<ul style="list-style-type: none"> • Minimum 1 year of experience 	<ul style="list-style-type: none"> • Ensure security policies and procedures are carried out. 	<ul style="list-style-type: none"> • Working Hours: 6 day / week rotating shifts • Employment Type: Full Time • Job Type: Permanent • Location: 165 Tanjong Pagar Road (S)088539
Store cum Receiving Officer	<ul style="list-style-type: none"> • Able to carry heavy goods as and when required. 	<ul style="list-style-type: none"> • Ensure that all goods/ merchandises received or rejected goods/ merchandises are properly documented and accounted for. 	<ul style="list-style-type: none"> • Working Hours: 5.5 day / week rotating shifts • Employment Type: Full Time • Job Type: Permanent • Location: 1 Larkhill Road (S)099394
Waiter/ Waitress	<ul style="list-style-type: none"> • At least 1 Year(s) of working experience in the related field is required for this position. • Able to work on shifts, weekends and public holidays. 	<ul style="list-style-type: none"> • Provide friendly, excellent and professional service to all guests. • Responsible for handling food and beverage orders and serving guests. • Assist to perform preparation and setting up in the restaurants for service. • Check that all amenities and utensils are properly stocked and inspected. • Assist guests on their respective requests. 	<ul style="list-style-type: none"> • Working Hours: 6 day / week rotating shifts • Employment Type: Full Time • Job Type: Permanent • Location: 165 Tanjong Pagar Road (S)088539


Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Possess knowledge to upsell, well-versed in all aspects of the menu. 	

#3 APTLed Careers

APTLed Careers (EA: 25C3162) is a Singapore-based recruitment and management consultancy specializing in the Early Childhood (EC) sector. They focus on connecting qualified educators, including preschool teachers, infant educators, and management staff, with preschool operators across Singapore. Beyond recruitment, they offer management consulting, training, and leadership development for the Early Childhood sector.

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Administrative Assistants 	<ul style="list-style-type: none"> • Responsibility, Meticulous and Friendly 	<ul style="list-style-type: none"> • Supports daily operations by managing front-desk duties, parent communication, and enrollment. • Key responsibilities include handling phone/email inquiries, maintaining child records, processing fee payments, ordering supplies, and ensuring compliance with safety regulations as well as assisting in school events. 	<ul style="list-style-type: none"> • Working Hours: 5 days / week 44 hours / week • Employment Type: Full Time • Location: 123 Bukit Merah Lane 1 (S)150123
Centre Leaders 	<ul style="list-style-type: none"> • Responsibility, Passion, Patience and Love for Children 	<ul style="list-style-type: none"> • Leads in developing strategic plans and structures to foster a culture of care and trust, mentoring, collaborative professionalism and continuous learning within the Centre. • He/She is responsible for managing and enhancing Centre operations while adhering to industry regulations. 	<ul style="list-style-type: none"> • Working Hours: 5 days / week 44 hours / week • Employment Type: Full Time • Location: 123 Bukit Merah Lane 1 (S)150123
Infant Educators 	<ul style="list-style-type: none"> • Responsibility, Passion, Patience and Love for Children 	<ul style="list-style-type: none"> • Attuned and responsive to the needs of kids between 2 months and 3 years of age, an Infant Educator is responsible for creating a safe, playful and 	<ul style="list-style-type: none"> • Working Hours: 5 days / week 44 hours / week

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>welcoming environment for the young ones.</p> <ul style="list-style-type: none"> Just as important as building the trust of the infants and toddlers, the Infant Educarer also actively develops trust with the little ones' parents and family members. The Infant Educarer is also expected to adopt innovative and nurturing teaching approaches to help the young ones discover their potential. 	<ul style="list-style-type: none"> Employment Type: Full Time Location: 123 Bukit Merah Lane 1 (S)150123
Preschool Educators 	<ul style="list-style-type: none"> Responsibility, Passion, Patience and Love for Children 	<ul style="list-style-type: none"> By providing education in children's most formative years, a Pre-school Teacher plays an important role in equipping children with life skills and cultivating values that will prepare them for primary school and beyond. To help young children develop a love for learning, the Pre-school Teacher has to create a safe and nurturing environment through creative and engaging activities. This safe learning environment will also help the teacher gain the trust and respect of her young charges in the classroom. 	<ul style="list-style-type: none"> Working Hours: 5 days / week 44 hours / week Employment Type: Full Time Location: 123 Bukit Merah Lane 1 (S)150123


#4 AvePoint Singapore

AvePoint is a global technology company that helps organisations collaborate with confidence. Its cloud-native solutions support data governance, security, compliance, and digital workplace transformation, particularly across Microsoft 365 and other enterprise platforms, enabling businesses to work securely and efficiently at scale.


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<p>Business Analyst </p>	<ul style="list-style-type: none"> • Past track record in business analysis, application solutioning and design • Proven experience in managing operations, handling of issues, and systems monitoring • Ability to perform qualitative, quantitative and root-cause analysis • Ability to take a broad, strategic perspective as well as drill deep to understand business needs and challenges • Knowledge of IT security best practices and compliance standards • Sound understanding of the technical aspects of systems integration in an environment with diverse technologies • Knowledge of Singapore Government procurement and governance processes will be an added advantage • Understanding of financial instruments, will be an advantage • Understanding of S.W.I.F.T messaging platform and infrastructure will be an advantage • Knowledge about or experience with SimCorp Dimension® will be an advantage 	<ul style="list-style-type: none"> • Manage the requirements and functional solution aspects of the System and all the interconnectivity with external parties • Analyze and manage the operation backlog and develop business case to address the problem • Document requirements, source and evaluate alternatives, and recommend solution that best fits the stakeholders’ needs • Work with the stakeholders to ensure smooth deployment of the enhancements • Prepare documentation (e.g. SOPs) on the operation or maintenance of technical systems and identify use cases to automate BAU processes • Assists with the documentation of technical design, specification, and technical solution • Maintains document repositories used by teams and assists with project documentation as needed • Analyse and streamline operations to minimise recurrent issues 	<ul style="list-style-type: none"> • Working Hours: Mon to Fri 9am to 6pm • Employment Type: Full Time • Location: 1 Fusionopolis Place (S)138522
<p>Project Coordinator </p>	<ul style="list-style-type: none"> • Familiarity with project management methodologies (Agile, Waterfall, etc.). 	<ul style="list-style-type: none"> • Support project planning, scheduling, and coordination activities to ensure project goals and objectives are met. 	<ul style="list-style-type: none"> • Working Hours: Mon to Fri 9am to 6pm


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Strong organizational skills, attention to detail, and ability to manage multiple tasks. • Excellent verbal and written communication skills, with the ability to coordinate effectively across teams. • Proficiency in project management tools (e.g., Microsoft Project, Jira, Confluence, Trello). • Strong problem-solving skills and the ability to proactively identify and resolve issues. • Ability to work independently while collaborating effectively within a team. • Experience working with IT teams and understanding technical concepts is a plus 	<ul style="list-style-type: none"> • Assist in tracking project progress, deliverables, and deadlines, ensuring timely execution. • Maintain and update project documentation, including project plans, reports, and meeting minutes. • Collaborate with internal teams, external vendors, and customers to facilitate communication and project alignment. • Identify potential risks and issues early and work with the project team to develop mitigation strategies. • Assist in managing project budgets, tracking spending, and ensuring financial efficiency. • Support quality control processes by reviewing deliverables before submission to clients. • Organize and participate in team meetings, documenting key discussions and follow-up actions. • Manage day-to-day operational aspects of projects and handle ad-hoc tasks as required. 	<ul style="list-style-type: none"> • Employment Type: Full Time • Location: 1 Fusionopolis Place (S)138522
<p>Project Manager </p>	<ul style="list-style-type: none"> • Demonstrated ability to lead and motivate teams in a complex, multi-stakeholder environment. • Fostering good teamwork • Strong analytical and problem-solving skills • Excellent communication and interpersonal skills, with 	<ul style="list-style-type: none"> • Lead product strategy, development and execution for the core corporate functions • Develop, formalise and drive the execution of product roadmaps focusing on long-term sustainability and WOG reusability • Work closely with business user groups to gather, analyse and harmonise business requirements 	<ul style="list-style-type: none"> • Working Hours: Mon to Fri 9am to 6pm • Employment Type: Full Time • Location: 1 Fusionopolis Place (S)138522

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> the ability to influence at all levels • Versatile with the capacity to work effectively amidst ambiguity • Quick learner with the ability to rapidly comprehend and synthesise complex information • Strong project management skills and attention to detail • Experience in requirements gathering, user story creation, and product backlog management • Familiarity with Agile methodologies and product development lifecycles 	<ul style="list-style-type: none"> • Work closely with development teams to translate requirements into actionable product features • Proactively identify and resolve product-related challenges • Drive continuous product enhancement to ensure operational relevance • Manage stakeholder expectations and facilitate cross-functional communication • Oversee day-to-day product operations and drive performance improvements • Conduct product training to core business users and end users • Proactively track and provide timely progress updates and management reporting • The successful candidate shall be a proactive self-starter, comfortable with hands-on involvement in driving product roadmaps and day 2 operational needs, and capable of strategic and critical thinking for long-term product success to align with evolving corporate requirements. 	
<p>Senior Business Analyst </p>	<ul style="list-style-type: none"> • Past track record in business analysis, application solutioning and design • Proven experience in managing operations, handling of issues, and systems monitoring • Ability to perform qualitative, quantitative and root-cause analysis 	<ul style="list-style-type: none"> • Manage the requirements and functional solution aspects of the System and all the interconnectivity with external parties • Analyze and manage the operation backlog and develop business case to address the problem • Document requirements, source and evaluate alternatives, and recommend 	<ul style="list-style-type: none"> • Working Hours: Mon to Fri 9am to 6pm • Employment Type: Full Time • Location: 1 Fusionopolis Place (S)138522

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Ability to take a broad, strategic perspective as well as drill deep to understand business needs and challenges • Knowledge of IT security best practices and compliance standards • Sound understanding of the technical aspects of systems integration in an environment with diverse technologies • Knowledge of Singapore Government procurement and governance processes will be an added advantage • Understanding of financial instruments will be an advantage • Understanding of S.W.I.F.T messaging platform and infrastructure will be an advantage • Knowledge about or experience with SimCorp Dimension® will be an advantage 	<p>solutions that best fit the stakeholders’ needs</p> <ul style="list-style-type: none"> • Work with the stakeholders to ensure smooth deployment of the enhancements • Prepare documentation (e.g. SOPs) on the operation or maintenance of technical systems and identify use cases to automate BAU processes • Assists with the documentation of technical design, specification, and technical solution • Maintains document repositories used by teams and assists with project documentation as needed • Analyse and streamline operations to minimise recurrent issues 	
<p>Support Engineer </p>	<ul style="list-style-type: none"> • Pro-active, customer-focused, and comfortable dealing with clients/vendors directly. • Excellent communication skills and the ability to interact professionally with a diverse group, executives, managers, and subject matter experts. • Highly energetic, motivated team player, 	<ul style="list-style-type: none"> • Being a representative for project-specific customer inquiries and issues that you will take ownership and bring resolution. • Ensure customer satisfaction in Project Support and Maintenance • Collect information and perform deep-dive analysis, diagnosis, and troubleshoot. • Commit to SLA for response and resolution, troubleshoot and perform root cause analysis of technical issues 	<ul style="list-style-type: none"> • Working Hours: Mon to Fri 9am to 6pm • Employment Type: Full Time • Location: 1 Fusionopolis Place (S)138522


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>able to work under tight timelines and pressure to participate in digital transformation journey</p> <ul style="list-style-type: none"> • Good interpersonal skills, resourceful, take ownership • Organized, meticulous, and able to work independently • Strong analytical and troubleshooting skills • Delivered B2B services effectively and efficiently, aware of service management preferred. • Preference given to vendor-based software delivery experiences. • Experience in Software Development and Microsoft SQL Server will be an advantage • Able to converse with mandarin speaking clients. 	<ul style="list-style-type: none"> • Communicate efficiently with the customer and the Internal R&D team on the bug fixes needed. • Manages the status of issues raised and ensure they are resolved effectively in a timely manner. • Continually evaluate existing processes to streamline and enhance customer support activities. • Manage and keep tracks of change requests, bug fixes status and system updates deployments documentations. • Prepare weekly statistic reports and able to present professionally in the weekly progress meetings with clients. • Prepare and keep track of user manuals documentation and versions as well as release notes for upcoming enhancement releases. • Conduct training / hand-holding sessions with users and to guide them to troubleshoot the system to resolve software issues or problems. 	


#5 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 objectives.

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

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Manage staff performance, development and recruitment • Enforce compliance with Health, Safety, Environmental and Risk Management policies. • Report incidents and implement emergency escalation processes. • Cultivate teamwork, collaboration and personal development within the team. • Manage workload, resourcing and succession planning • Any other ad-hoc works assignment by the management. 	
<p>Accounts Executive </p>	<ul style="list-style-type: none"> • Requirements: • Minimum NITEC or other relevant qualification • Preferably with at least one year’s accounting experience. • Must be able to adapt to dynamic & fast-paced environment. • Must be meticulous & able to work independently. • Proficient in Microsoft excel preferred • Knowledge and experience with Microsoft Dynamics (Navision) will be an added advantage. 	<ul style="list-style-type: none"> • Handle day-to-day finance AR operation including preparing AR invoices, Credit memos and key in receipts from customers. • Issue official receipt and bank in cash received when necessary. • Generate monthly statement of accounts and follow up on outstanding receivables for SBU / Management meetings. • Prepare AR journal entries for month end closing • Prepare and reconcile Balance Sheet schedules on monthly basis. • Follow up with Operations on unbilled revenue • Handle queries from customers and internal staff on outstanding matters. • Assist in liaising and resolving with tax agent/auditor on tax/audit issues. • Other ad-hoc finance reports/duties assigned by superiors 	<ul style="list-style-type: none"> • Working Hours: 5 day / week, 44 hrs / week • Employment Type: Full Time • Job Type: Permanent • Location: East

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Area Manager 	<ul style="list-style-type: none"> • Possess an approved tertiary or equivalent qualification and with at least 5 years relevant post graduate experience in Projects & Facilities Management/ Estate Management/ Engineering or Equivalent 	<ul style="list-style-type: none"> • Oversee and manage the performance delivery of facility management service at respective zones • 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 • Identify and troubleshoot problems and provide professional advice to the team • Develop standard operation procedure and internal workflow to maintain smooth operation at sites • Manage relation to client/ authorities, being the liaising point of contact • Oversee area budgeting and expenses • Any other ad-hoc assignments assigned by the Management. 	<ul style="list-style-type: none"> • Working Hours: 5 day / week, 44 hrs / week • Employment Type: Full Time • Job Type: Permanent • Location: Central
Assistant Building Manager 	<ul style="list-style-type: none"> • Degree in mechanical/electrical engineering with min 4 years' relevant work experience in building mechanical and electrical services. • Fully certified as a Singapore Certified Energy Manager (SCEM). 	<ul style="list-style-type: none"> • Oversee and manage Facility Management Services at building(s) that he/she is assigned to • Manage term contractors/ specialist contractors to ensure smooth operation of buildings • Manage relations with client/authorities/ tenants • Provide clients / authorities / tenants with updates of electrical, water and other service outages and scheduled shutdowns • Attend to feedback by tenants/ clients, to recommend and take remedial actions 	<ul style="list-style-type: none"> • Working Hours: 5 day / week, 44 hrs / week • Employment Type: Full Time • Job Type: Permanent • Location: HQ

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Budgeting and managing expenses • Develops and implements facility emergency plans. During evacuations, assists emergency response teams in assessing building conditions, locating missing personnel, shutting off utilities, and delivering a status report to assembly point leaders • Any other ad-hoc assignments assigned by the Management. 	
<p>Assistant Business Development Executive </p>	<ul style="list-style-type: none"> • Minimum Diploma in Facilities Management, Estate Management, Building or relevant related discipline from a recognized tertiary institute • At least 5 years of relevant experience in facilities management and business development portfolios • Able to work independently with minimum supervision • Able to conduct market outreach and marketing • Proactive and independent • Dynamic and multi-tasking capabilities 	<ul style="list-style-type: none"> • 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 • Tender Management – to conduct the entire process of tender administrations and tender submission management • To collaborate with functional departments to generate write-up for effective and competitive FM tender and business proposals • To generate FM business processes, SOPs and marketing plans into presentable write-up including tender proposals and submissions • To conduct corporate presentations to potential clients, guests and for tender interviews • To manage the transition of secured projects including deployment to site operations, mobilisation of 	<ul style="list-style-type: none"> • Working Hours: 5 day / week, 44 hrs / week • Employment Type: Full Time • Job Type: Permanent • Location: East

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>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</p> <ul style="list-style-type: none"> To prepare reports and minutes for Single Business Unit/Management Meeting To enhance relationship with service partners and suppliers for the delivery of FM projects and businesses To mobilise new projects within timeline and budget, and to meet SLA and KPI established in the contract document To Prepare mid-year and annual review of Business Development Unit and assist in preparation of 3-year Business Development Plan Any other scope and roles assigned by the immediate Superior 	
<p>Assistant Business Development Manager </p>	<ul style="list-style-type: none"> Minimum Diploma in Facilities Management, Estate Management, Building or relevant related discipline from a recognized tertiary institute At least 5 years of relevant experience in facilities management and business development portfolios Able to work independently with minimum supervision 	<ul style="list-style-type: none"> 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 Tender Management – to conduct the entire process of tender administrations and tender submission management To collaborate with functional departments to generate 	<ul style="list-style-type: none"> Working Hours: 5 day / week, 44 hrs / week Employment Type: Full Time Job Type: Permanent Location: East

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Able to conduct market outreach and marketing • Proactive and independent • Dynamic and multi-tasking capabilities 	<p>write-up for effective and competitive FM tender and business proposals</p> <ul style="list-style-type: none"> • To generate FM business processes, SOPs and marketing plans into presentable write-up including tender proposals and submissions • To conduct corporate presentation to potential clients, guests and for tender interviews • 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 • To prepare reports and minutes for Single Business Unit/Management Meeting To enhance relationship with service partners and suppliers for the delivery of FM projects and businesses • To mobilise new projects within timeline and budget, and to meet SLA and KPI established in the contract document • To Prepare mid-year and annual review of Business Development Unit and assist in preparation of 3-year Business Development Plan 	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Any other scope and roles assigned by the immediate Superior. 	
Assistant Contract Executive 	<ul style="list-style-type: none"> Diploma in Quantity Survey, Building, Engineering, Facility Management or other relevant qualifications with minimum 3 years relevant experience. 	<ul style="list-style-type: none"> Support of maintenance and project works function Undertaking costs analysis for repair and maintenance project work Assisting in stabling client's requirements and undertaking feasibility studies Performing value management and cost control Advising on procurement strategy Identifying, analysing and developing responses to commercial risks Providing advice on contractual claims Prepare tender documents, tender calling, tender evaluation, market survey report, contract documents, including bills of quantities with clients/ architects, and preparing and analysing costing in detailed reports Administer term contractors A&A works Valuing completed work and arranging payments Understanding the implications of health and safety regulations Any other ad-hoc assignments assigned by the Management. 	<ul style="list-style-type: none"> Working Hours: 5 day / week, 44 hrs / week Employment Type: Full Time Job Type: Permanent Location: Central
Assistant Engineer 	<ul style="list-style-type: none"> Diploma or Degree in Mechanical, Electrical, HVAC, or Building Services Engineering. 1–3 years of experience in HVAC operations, preferably with chillers and central plant systems. 	<ul style="list-style-type: none"> Assist in performing Energy and Engineering audits. Working closely with Energy Managers to provide accurate and informative reports. To perform Measurement and Verification of the performance of M&E Plant. 	<ul style="list-style-type: none"> Working Hours: 5 day / week, 44 hrs / week Employment Type: Full Time Job Type: Permanent

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Managing energy improvement and retrofitting projects. Help evaluate existing buildings for appropriate energy conservation measures, Understand financial terms, payback, ROI and related energy saving calculations. Any other duties as and when assigned by management 	<ul style="list-style-type: none"> Location: HQ
<p>Assistant Head </p>	<ul style="list-style-type: none"> Degree in Facilities Management, Estate Management, Building or relevant related discipline from a recognized tertiary institute At least 5 years of relevant experience in facilities management and business development portfolios Able to work independently with minimum supervision Able to conduct market outreach and marketing Proactive and independent Dynamic and multi-tasking capabilities 	<ul style="list-style-type: none"> Oversee the overall performance of Service teams. Ensure contract compliance and meet or exceed KPIs. Identify lapses and formulate action plans for improvement Foster a culture of service excellence and continuous improvement Monitor and update account processes and procedures Collaborate with Site Leads to develop and execute strategic business plans Cultivate teamwork, collaboration and personal development within the team. Attending operation meetings and discussion with clients Maintain data integrity in management systems Uphold safety protocols and crisis management procedures Enforce compliance with Health, Safety, Environmental and Risk Management policies. Oversee supply chain delivery, ensuring service quality Ensure accurate and timely financial reporting and billing 	<ul style="list-style-type: none"> Working Hours: 5 day / week, 44 hrs / week Employment Type: Full Time Job Type: Permanent Location: East


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Manage staff performance, development and recruitment • Cultivate teamwork, collaboration and personal development within the team. • Manage workload, resourcing and succession planning • Oversee contractor on/off boarding, induction and adherence to standards • Manage financial targets, expenses and budgets including raising Change Requests. • Explore innovative solutions to improve efficiency and productivity • Any other ad-hoc works assignment by the management. 	
<p>Assistant Projects Manager </p>	<ul style="list-style-type: none"> • At least 5 years of PM experience in M&E installation. • Strong interpersonal, observation, and reporting skills. • Able to work independently and in a fast-paced. • Willing to work irregular hours or weekends during critical project phases. • Strong coordination, planning, and stakeholder management skills. • Familiar with BMS, project scheduling tools • Good understanding of safety protocols and permit-to-work systems. 	<ul style="list-style-type: none"> • To assist in the planning, coordination, and execution of M&E (Mechanical & Electrical) works. • 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. • Support end-to-end project execution for HVAC system installations, upgrades, and maintenance works. • Coordinate with consultants, subcontractors, suppliers, and clients on technical and operational matters. • Monitor daily site progress and ensure work is carried out according to approved drawings and specifications. 	<ul style="list-style-type: none"> • Working Hours: 44 hrs / week • Employment Type: Full Time • Job Type: Permanent • Location: East


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


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		travel from site to site (if required). <ul style="list-style-type: none"> • Follow site-specific safety protocols and permit-to-work systems. • Maintain accurate records of maintenance, breakdowns, and equipment service logs. • May require occasional overtime, weekend, or night shift support during shutdowns or emergencies. • Perform any duties as and when required by Management. 	
Assistant Property Manager 	<ul style="list-style-type: none"> • Degree in Facilities Management/ Building/ Engineering from recognised institutions with minimum 5 years of relevant experience and must have a proven management track record. • Possess FSM Cert, CERT trained & First Aid trained. 	<ul style="list-style-type: none"> • Planning and managing the resources to run the day-to-day FM operations. • Carry out site inspections. • Planning and execution of all M&E periodic preventive maintenance, repair and replacement programmes. • Putting in place a safety plan for the Property. • Checking and endorsing of all reports/schedules/programs prepared by his site teams/sub-contractors including Mapletree’s appointed contractors. • Ensuring that all statutory requirements are complied with. • Overseeing calling of quotations as well as evaluating the quotations and recommendation for acceptance. • Plan for monthly/ quarterly /yearly periodic inspection and ensure staff carry out inspection as per schedule. • Any other ad-hoc assignments assigned by the Management. 	<ul style="list-style-type: none"> • Working Hours: 5 day / week, 44 hrs / week • Employment Type: Full Time • Job Type: Permanent • Location: HQ


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<p>Assistant Quantity Surveyor </p>	<ul style="list-style-type: none"> • Diploma/degree in Quantity Survey, Building, Engineering, Facility Management or other relevant qualifications with minimum 3 years relevant experience. • Fresh graduates may apply. 	<ul style="list-style-type: none"> • Support of maintenance and project works function • Undertaking costs analysis for repair and maintenance project work • Assisting in stabling client’s requirements and undertaking feasibility studies • Performing value management and cost control • Advising on procurement strategy • Identifying, analysing and developing responses to commercial risks • Providing advice on contractual claims • Prepare tender documents, tender calling, tender evaluation, market survey report, contract documents, including bills of quantities with clients/ architects, and preparing and analysing costing in detailed reports • Administer term contractors A&A works • Valuing completed work and arranging payments • Understanding the implications of health and safety regulations • Any other ad-hoc assignments assigned by the Management. 	<ul style="list-style-type: none"> • Working Hours: 5 day / week, 44 hrs / week • Employment Type: Full Time • Job Type: Permanent • Location: Central
<p>Assistant Sustainability Consultant </p>	<ul style="list-style-type: none"> • Tertiary education in Environmental Engineering, Sustainability, Building Services or related fields. • Minimum 2 years post graduate relevant working experience. • Possess strong initiative and good analytical skills. 	<ul style="list-style-type: none"> • Conducting Green certifications and sustainability audits. • Auditing/analyzing energy usage, developing environmental-friendly and cost-effective technology solutions in Built Environment. • Recommending sound policies towards energy conservation and sustainability operations 	<ul style="list-style-type: none"> • Working Hours: 44 hrs / week • Employment Type: Full Time • Job Type: Permanent • Location: HQ

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • A committed and responsible team player with pleasant personality, independent and resourceful. • Exposure in green building certification such as Green Mark, LEED, BREEAM, or 3-star. • Able to communicate and present fluently. • Traveling for overseas assignments within short notice period. 	<ul style="list-style-type: none"> • Managing customer relations. • Preparing audit report and presenting findings and solutions to Customers. • Project management for improvement initiatives • Any other ad-hoc assignments assigned by the Management. 	
<p>Assistant Technical Executive </p>	<ul style="list-style-type: none"> • Diploma in Facilities Management, Engineering, Estate Management or other relevant qualifications from a recognized institute with minimum 3 years relevant experience. • Fresh graduates may apply. 	<p>Assist and report directly to Deputy Building Manager (DBM) in all operation & maintenance concerns:</p> <ul style="list-style-type: none"> • Oversee the facilities management within the premises • Compiling the monthly utilities report and tabulations • Monthly M&E reports • Assist in developing and implementing Standard Operating Procedures (SOP) as and where necessary <p>Interfacing with the clients:</p> <ul style="list-style-type: none"> • Attend monthly meetings with clients & prepare the minutes of the meeting • Providing updates on ad-hoc and outstanding issues • Attending to client’s feedback or requests • Coordinates the preventive and corrective maintenance works schedule with the contract and client. <p>Coordinate and manage projects:</p>	<ul style="list-style-type: none"> • Working Hours: 5 day / week, 44 hrs / week • Employment Type: Full Time • Job Type: Permanent • Location: Central


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Provide costing and proposals for ad-hoc works/projects • Evaluate the quotations submitted by contractor and provide a formal quotation to the client • Inspect work carried out is proper and in satisfaction • Liaising and managing contractors <p>Leading the on-site technical teams:</p> <ul style="list-style-type: none"> • Provide guidance, training and supervision to technical staff to ensure proper execution of assigned tasks • Planning of maintenance schedule • Review and planning monthly maintenance schedule • Oversee all work is carried out timely and smoothly by the staff. • Any other ad-hoc assignments assigned by the Management. 	
<p>Building Inspector </p>	<ul style="list-style-type: none"> • Diploma in Building/ Real Estate from Singapore/ Ngee Ann Polytechnic • At least 2 years of experience in facilities management. • Candidates with Specialist Certificate in Building Condition Assessment (European Standard NEN 2767) will be an advantage 	<ul style="list-style-type: none"> • To carry out Land and Building inspection under European Standard NEN 2767 Physical Condition Assessment. • 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). • Shall provide a condition Grading for the overall condition of buildings • Identify if any defects occurred due to a lack of maintenance. 	<ul style="list-style-type: none"> • Working Hours: 5 day / week, 44 hrs / week • Employment Type: Full Time • Job Type: Permanent • Location: HQ


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Recommend prioritisation of defects based on safety and condition assessment. • Assess the condition of the building's facility and propose recommendations if there is a need for upgrade, refreshment, replacement or corrective maintenance action. • 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 • Verify the buildings on the ground against the Estates records and highlight discrepancies, if any. • Upon completion of the inspection, to submit reports to the Authority for certification of works and payment. • To ensure that all submissions or reports are clear, concise and written in proper and simple English. • Require to submit an interim report to the Authority within a week of the debrief for them to carry out rectification of the defects. • Report shall be prepared sufficiently comprehensive and detailed as to allow the Authority and their representative to determine further action to be taken • Assist in all operation & maintenance concerns • Interfacing with the clients all matters 	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Attend meeting with clients & prepare the minutes of the meeting • Providing updates on ad-hoc and outstanding issues • Attending to client’s feedback or requests • Coordinates the preventive and corrective maintenance works schedule with the contractors and client. • Provide costing and proposals for ad-hoc works/projects, if necessary • Evaluate the quotations submitted by contractor and provide a formal quotation to the client • Planning and review overall schedule • Any other ad-hoc assignments assigned by the Management. 	
<p>Building Manager </p>	<ul style="list-style-type: none"> • Degree/Diploma in Engineering / Building / Facilities Management or equivalent with at least 5 years relevant working experience. • Possess FSM/ WSH/ GMFM or relevant certificates is preferred. 	<ul style="list-style-type: none"> • Oversee and manage Facility Management Services at building(s) that he/she is assigned to • Manage term contractors/ specialist contractors to ensure smooth operation of buildings • Manage relations with client/authorities/ tenants • Provide clients / authorities / tenants with updates of electrical, water and other service outages and scheduled shutdowns • Attend to feedback by tenants/ clients, to recommend and take remedial actions • Budgeting and managing expenses • Develops and implements facility emergency plans. During evacuations, assists 	<ul style="list-style-type: none"> • Working Hours: 5 day / week, 44 hrs / week • Employment Type: Full Time • Job Type: Permanent • Location: East

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		emergency response teams in assessing building condition, locating missing personnel, shutting off utilities, and delivering a status report to assembly point leaders <ul style="list-style-type: none"> Any other ad-hoc assignments assigned by the Management. 	
Carpark Attendant	<ul style="list-style-type: none"> Must possess at least Primary/Secondary School/ "O" level Must be able to communicate in English Able to work shift schedule is preferable With own transportation is preferable Able to endure outdoor environment 	<ul style="list-style-type: none"> Check and ensure the carpark is in operation, report accordingly if there are any abnormalities Correspond with motorists pertaining to season parking matters (new application, renewal of season parking, change of particular & refund) Carry out enforcement action on illegal and unauthorized parking of vehicle (e.g. issuance of notice, wheel clamping) Ensure the cleanliness of the parking systems and carpark environment Any other ad-hoc assignments assigned by the Management 	<ul style="list-style-type: none"> Working Hours: 44 hrs / week Employment Type: Full Time Job Type: Permanent Location: HQ
Complex Manager 	<ul style="list-style-type: none"> Candidate must possess at least a diploma in Estate Management, Building Services Engineering or equivalent. Minimum 4-5 years of MCST experience for Diploma holders and have experience in handling more than 1000 units. Good knowledge of BMSMA Act. Others skill sets Contract Management skillset is a must. 	<ul style="list-style-type: none"> Advise the Corporation on all matters regarding the affairs of the Corporation and Its Property. Implement all instructions, by-laws and laws permitted under the requirements of BMSMA 2004. Convene, attend and take minutes of meetings of the Council and all General and Extraordinary Meetings of the Corporation. Deal with all inquiries, complaints, reports and correspondence relating to the administration of the Corporation, its property and Subsidiary Proprietors. 	<ul style="list-style-type: none"> Working Hours: 5.5 day / week, 44 hrs / week Employment Type: Full Time Job Type: Permanent Location: HQ


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Oversees regular building maintenance and repairs. • Maintaining and updating Standard Operation procedures. • Monitoring of maintenance budget. • Coordinate council meetings and AGM. • Dispute management. • Knowledge of BMSMA is mandatory. • Knowledge of Electrical and M&E. 	<ul style="list-style-type: none"> • 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. • 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 matters pertaining to the Corporation and its property. <p>FINANCIAL FUNCTIONS</p> <ul style="list-style-type: none"> • 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. • Pay and discharge out monies so collected, all rates, taxes, premiums, rent, license fees, statutory charges, professional fees, repairs, renovation, re-decorations, maintenance works and other outgoing or recurrent expenditures, properly incurred on behalf of the Corporation. • Ensure proper records are maintained on monies received and expended on behalf of the Corporation. • Prepare and submit an annual budget for the determination of expenses and to advise and 	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>recommend rates of contribution.</p> <ul style="list-style-type: none"> • Submit a financial report to the Corporation on its financial state after the close of each calendar month. • Oversee requisitions for quotations to ensure proper cost control. • Request, act, negotiate, appoint and award, with the approval of and on behalf of the Corporation, on all contractual matters governing the property. • Initiate cost savings and generate value through implementation of new technology, sound economic and financial policies. <p>MANAGEMENT AND MAINTENANCE FUNCTIONS</p> <ul style="list-style-type: none"> • 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 maintenance and management of the buildings. • Prepare specifications, call tenders, evaluate tenders and make recommendations to the Corporation. • Conduct regular inspections of the property to ensure that the property is properly maintained and serviced by staff and/or contractors. • Prepare and implement preventive maintenance programme for the property • Manage the site staff including their performances, 	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		behavior and attitude to the best interest of the Corporation. <ul style="list-style-type: none"> Any other duties assigned by the Corporation and management HQ office 	
Condominium Manager 	<ul style="list-style-type: none"> Candidate must possess at least a diploma in Estate Management, Building Services Engineering or equivalent. Minimum 4-5 years of MCST experience for Diploma holders and have experience in handling more than 900 units. Good knowledge of BMSMA Act. 	ADMINISTRATIVE FUNCTIONS <ul style="list-style-type: none"> Advise the Corporation on all matters regarding the affairs of the Corporation and Its Property. Implement all instructions, by-laws and laws permitted under the requirements of BMSMA 2004. Convene, attend and take minutes of meetings of the Council and all General and Extraordinary Meetings of the Corporation. Deal with all inquiries, complaints, reports and correspondence relating to the administration of the Corporation, its property and Subsidiary Proprietors. 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. 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 matters pertaining to the Corporation and its property. FINANCIAL FUNCTIONS	<ul style="list-style-type: none"> Working Hours: 5.5 day / week, 44 hrs / week Employment Type: Full Time Job Type: Permanent Location: North

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

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>MANAGEMENT AND MAINTENANCE FUNCTIONS</p> <ul style="list-style-type: none"> • 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 maintenance and management of the buildings. • Prepare specifications, call tenders, evaluate tenders and make recommendations to the Corporation. • Conduct regular inspections of the property to ensure that the property is properly maintained and serviced by staff and/or contractors. • Prepare and implement preventive maintenance programme for the property • Manage the site staff, including their performance, behaviour and attitude in the best interest of the Corporation. • Any other duties assigned by the Corporation. 	
<p>Customer Service Officer</p>	<ul style="list-style-type: none"> • At least GCE 'O' Levels or equivalent • 2 years of working experience in the customer service or Control Centre roles is preferred • Excellent customer service and communication skills • Proficient in Microsoft Office tools (Excel and Word) 	<ul style="list-style-type: none"> • Responsible for providing excellent customer service and support through rendering assistance to callers by addressing their queries, feedback and requests • Understands the information provided and advises the callers on appropriate actions to be taken in accordance with the established Standard Operating Procedures (SOP) • Identifies and executes appropriate solutions to 	<ul style="list-style-type: none"> • Working Hours: 44 hrs / week • Employment Type: Full Time • Job Type: Permanent • Location: East

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>address customer queries, feedback and requests</p> <ul style="list-style-type: none"> • Coordinate and activate the relevant parties to ensure callers are assisted to meet the expected services standards • Record the nature of calls, activations and assistances rendered in the Daily Occurrence/clients' system • Abide by safety and/or security standards in the workplace according to organisational Workplace Safety and Health (WSH) practices 	
Drafter 	<ul style="list-style-type: none"> • Diploma or degree in Architecture, Civil Engineering, Building Technology, or related field. • Proficient in CAD software (e.g., AutoCAD, Revit, MicroStation) and other drafting tools. 	<ul style="list-style-type: none"> • Prepare detailed drawings and plans based on designs from architects, engineers, or project managers. • Convert concept sketches, layouts, or designs into accurate technical drawings for construction or manufacturing. • Review and update drawings to comply with building codes, safety standards, and project specifications. • Collaborate with architects, engineers, and other team members to resolve design or technical issues. • Maintain organized records of drawings and revisions. • Coordination drawings for on-site use. • Any other ad-hoc assignments assigned by the Management. 	<ul style="list-style-type: none"> • Working Hours: 5.5 day / week, 44 hrs / week • Employment Type: Full Time • Job Type: Permanent • Location: East
Electrical Engineer 	<ul style="list-style-type: none"> • Diploma in Electrical Engineering or related electrical engineering qualification with at least 3 years of 	<ul style="list-style-type: none"> • Attend project meetings, site meetings & site inspections. • Review of drawings and technical submissions. 	<ul style="list-style-type: none"> • Working Hours: 5.5 day / week, 44 hrs / week


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>experience in related field & local experience</p>	<ul style="list-style-type: none"> • Testing and commissioning of electrical and mechanical systems. • Plan, forecast and track sub-contractors' work progress, provide weekly scheduling and conduct daily coordination meetings to ensure project target timeline are met by sub-contractors, including logistic arrangement for daily operation needs. • Any other ad-hoc assignments assigned by the Management. 	<ul style="list-style-type: none"> • Employment Type: Full Time • Job Type: Permanent • Location: East
<p>Facilities Engineer </p>	<ul style="list-style-type: none"> • Diploma or Degree in Mechanical, Electrical, Mechatronics, or Facilities Engineering. • 3–5 years of relevant experience in facilities or maintenance. • Strong technical knowledge of HVAC, electrical, plumbing, and fire protection systems. • Hands-on approach with good troubleshooting skills. • Good communication and coordination skills to work with internal teams and external vendors. • Able to work on standby or during weekends if required. 	<ul style="list-style-type: none"> • Oversee daily operations and maintenance of M&E systems (HVAC, electrical, plumbing, fire protection, etc.) within the premises • Carry out hands-on troubleshooting and repair works when required. • Monitor performance and reliability of equipment and take corrective actions to reduce downtime. • Scheduling and monitor preventive maintenance (PM) programs. • Ensure maintenance records, checklists, and service reports are properly updated. • Coordinate with contractors and vendors for servicing, calibration, and statutory inspections. • Support the Facilities Manager in upgrading, installation, and improvement projects. • Provide technical input and assist in supervision of contractors during project work. • Ensure all facilities comply with regulatory requirements. 	<ul style="list-style-type: none"> • Working Hours: 5.5 day / week, 44 hrs / week • Employment Type: Full Time • Job Type: Permanent • Location: South


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Supervise and guide maintenance technician in daily work assignments. Work closely with internal and external teams to support operational needs. Report any major issues, incidents, or improvement needs to the Facilities Manager. Any other ad hoc task 	
<p>Facilities Manager </p>	<ul style="list-style-type: none"> Diploma with min. 10 years or Degree with min. 5 years in IT, Intelligent Building, Green FM, Engineering or Building Services. Candidate with IT and digital knowledge in built environment will be an advantage. Good communication (verbal and written) skills and possess strong presentation skills. Ability to multi-task and manage multiple projects simultaneously. Problem Solving & Analysis Passion in promoting digital transformation and technology solutions. 	<ul style="list-style-type: none"> Manage and overseeing the entire lifecycle of Facility Management Enterprise System Platform and Facilities Maintenance Management System on site projects. Budget & Financial Management. Develop and manage the administrative budget, monitoring expenditure and identifying cost-saving opportunities. Planning & Integration of IoT Sensors, Smart Meters, Facilities Maintenance Management System, etc. on site. Implementation & Installation IoT Sensors and etc. Oversee or coordinate the physical installation of IoT devices across the facility. Monitoring & Data Collection. Collation and analysis of information from the FM Enterprise System to facilitate decisions and report for stakeholders. Maintenance & Troubleshooting. Regular Maintenance. To perform routine checks to ensure sensors and IoT 	<ul style="list-style-type: none"> Working Hours: 44 hrs / week Employment Type: Full Time Job Type: Permanent Location: East



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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>devices are functioning optimally.</p> <ul style="list-style-type: none"> • Collaboration & Reporting. • Stakeholder Communication with stakeholders. • Work with senior management, DSS teams, and other departments to report on sensor data insights, energy savings, and overall building performance. • Liaise with vendors, service providers, and contractors for any necessary sensor replacements, upgrades, or system modifications. • Provide training to facility staff on how to interact with or troubleshoot IoT sensor systems. • Ensure that end-users understand how data from sensors impacts their daily operations (e.g., energy savings through smart lighting systems). • To source, evaluating vendors and negotiating contracts to support project implementation. • Management of project timeline and expectation, while building strong relationships in the process to achieve customer satisfaction. • Any other assignments as and when directed by the Management. 	
<p>Field Engineer </p>	<ul style="list-style-type: none"> • Major in Electronic, Electrical or Engineering • ITE or Diploma and above 	<ul style="list-style-type: none"> • Site preparation and co-ordination, preparation of submission documents. • Coordinate & liaise with various related parties including customers and sub-contractor on site to ensure project requirements are met. 	<ul style="list-style-type: none"> • Working Hours: 44 hrs / week • Employment Type: Full Time • Job Type:


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Provide on-site installation, validation and commissioning of equipment • Perform hands-on site trouble shooting, service & repairs ensure successful - implementation and smooth delivery of projects through effective planning, management and deployment of resources. • Responsible for the implementation, testing and commissioning of system. • Undertake any other duties and responsibilities as assigned by management, other ad-hoc duties when assigned 	<ul style="list-style-type: none"> • Permanent • Location: HQ
<p>Instrumentation & Control Engineer </p>	<ul style="list-style-type: none"> • Diploma or Degree in Instrumentation Engineering, Electrical Engineering, Mechanical Engineering (HVAC), or related field. • Minimum 3 years of experience in building automation, HVAC controls, or energy management. • Strong knowledge of BMS platforms. • Experience with PLC programming and control systems. • Understanding of HVAC systems and energy efficiency principles. 	<ul style="list-style-type: none"> • Improve energy efficiency of existing buildings by analyzing, upgrading, and optimizing control systems to reduce energy consumption and operating costs. • Design, program, and modify Building Management Systems (BMS) and control strategies • Implement energy-saving measures such as scheduling, demand control, and setpoint optimization. • Conduct energy audits and performance assessments. • Perform system commissioning, testing, and validation. • Integrate smart meters, sensors, and automation technologies. • Monitor system performance and recommend continuous improvements. 	<ul style="list-style-type: none"> • Working Hours: 5 day / week, 44 hrs / week • Employment Type: Full Time • Job Type: Permanent • Location: East


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Ensure compliance with energy efficiency standards and local regulations. • Prepare technical reports, documentation, and cost-benefit analyses. • Strong communication and teamwork skills. • Problem-solving mindset and willingness to learn. • Any other duties as and when assigned by management. 	
<p>Maintenance Officer </p>	<ul style="list-style-type: none"> • Diploma/Degree with at least 5 years relevant working experience 	<ul style="list-style-type: none"> • To manage tenant's fit-out/ reinstatement work and conduct timely handovers or takeover of units when required • Ensure fortnightly checks are conducted to vacant units • Escalate feedback to OM where necessary • Attending to tenants enquired through emails when required • Facilitating repair, liaising with vendors and contractors where necessary • Report to OM in the event it cannot be rectified within a reasonable time • Obtain quotation for minor repairs • Manage vendors and contractors 	<ul style="list-style-type: none"> • Working Hours: 5.5 day / week, 44 hrs / week • Employment Type: Full Time • Job Type: Permanent • Location: Central
<p>Operations Executive </p>	<ul style="list-style-type: none"> • Must possess at least GCE 'O' Levels and above • Proficient in Microsoft Office tools (Excel, Words, Power Point) • 2 years of working experience in operational roles is preferred • With own transportation is preferable 	<ul style="list-style-type: none"> • Running the day-to-day operations to achieve the goals and objectives of departments set • Attends to client's feedback or requests on all operational and carpark matters • Preparing and furnishing reports to clients according to contractual requirements with approval • Implements carpark in project stage with liaising with all 	<ul style="list-style-type: none"> • Working Hours: 44 hrs / week • Employment Type: Full Time • Job Type: Permanent • Location: East

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		relevant parties including submission of applications <ul style="list-style-type: none"> Ensuring the high degree of customer satisfaction via consistency of service standards provided to clients Coordinate with contractor for carpark defects rectification and housekeeping Planning of day-to-day manpower deployment Conduct sites audit/ inspection on EPS to ensure system functionalities Cascading organizational Workplace Safety and Health (WSH) practices Making sure that all company policies and procedures are followed by employees at all times Supports the Manager to ensure that effective controls are in place on day-to-day operational requirements 	
Projects Executive 	<ul style="list-style-type: none"> At least 3 years of PM experience in M&E systems installation. Working at site-based at Changi Airport and able to travel from site to site (if required). Strong interpersonal, observation, and reporting skills. Able to work independently and in a fast-paced. Willing to work irregular hours or weekends during critical project phases. Strong coordination, planning, and 	<ul style="list-style-type: none"> Manage Chiller Plant upgrading project for a high rise commercial and office building Conduct Green Mark and energy related audits as required, identifying potential energy and carbon reduction opportunities and strategies. Develop energy and water savings initiatives and plans Working closely with properties managers to provide accurate and informative reports Self-driven, resourceful and a good team player Help evaluate existing buildings for appropriate 	<ul style="list-style-type: none"> Working Hours: 44 hrs / week Employment Type: Full Time Job Type: Permanent Location: East


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	stakeholder management skills. <ul style="list-style-type: none"> • Familiar with BMS, project scheduling tools • Good understanding of safety protocols and permit-to-work systems. • Proficient in Microsoft Office. 	energy conservation measures. <ul style="list-style-type: none"> • Understand financial terms, payback, ROI and related energy saving calculations • Any other ad-hoc assignments assigned by the Management. 	
Projects Manager 	<ul style="list-style-type: none"> • Possess Tertiary or equivalent qualification and with at least 3 years relevant post graduate experience or 5 years diploma in Project Management / Facilities Management / Engineering or equivalent 	<ul style="list-style-type: none"> • Provide leadership and direction on all project operations and activities such as the design, plan, schedule, scope and budget. • Manage and ensure completion of assigned upgrading / Additional & Alteration (A&A) works in accordance to the client’s expectation within the timeline and budget • Manage and negotiate consultant services on assigned projects. • Monitors and evaluates the appropriateness and progress performed and completed by licensed or certified consultants. • Conduct quality assurance reviews to ensure that required work is satisfactorily performed and completed by certified consultants. • Monitors and reports on all phases of planning and construction • Provides direction on all project operations and activities such as the design, planning, schedule, project scope and project budget • Manage and monitor project fund which includes all payment to consultants, contractors and authorities 	<ul style="list-style-type: none"> • Working Hours: 5 day / week, 44 hrs / week • Employment Type: Full Time • Job Type: Permanent • Location: HQ


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

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Escalate feedback to OM where necessary • Attending to tenants enquired through emails when required • Facilitating repair, liaising with vendors and contractors where necessary • Report to OM in the event it cannot be rectified within a reasonable time • Obtain quotation for minor repairs • Manage vendors and contractors • Any other ad-hoc assignments assigned by the Management 	<p>Permanent</p> <ul style="list-style-type: none"> • Location: Central
<p>Quantity Surveyor </p>	<ul style="list-style-type: none"> • Diploma in Quantity Survey, Building, Engineering, Construction Management or other relevant qualifications from a recognized institute with minimum 5 years relevant experience 	<ul style="list-style-type: none"> • Support of maintenance and project works function • Advising on procurement strategy • Prepare cost estimate • Endorse and ensure all costing by Contractors is properly checked and endorsed • Prepare and report financial projection and budgetary control including monitoring of contract and provisional sums. • Prepare and recommend monthly progress payment claims, and final account submitted by Contractors • Evaluate and carry out joint measurements with Contractors (e-PO, Final BQ, etc.) • Administer Contractors work - check & verify quotations / "star rate" items / market sensing • Check, certify and confirm Contractors Invoices • Review and prepare specifications, evaluate and recommend tender 	<ul style="list-style-type: none"> • Working Hours: 5 day / week, 44 hrs / week • Employment Type: Full Time • Job Type: Permanent • Location: Central

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		submissions and contract documentation (maintenance contract) <ul style="list-style-type: none"> • Obtain and monitor Performance Bonds, Bankers Guarantees and insurances • Prepare tender documents, tender calling, tender evaluation, market survey report, contract documents, including bills of quantities with clients/ architects, and preparing and analysing costing in detailed reports • Prepare tender documents, tender evaluation report, variation agreements and render professional advice on any penalties, liquidated damages when deemed necessary. • Prepare recommendation report (exercise option / CVR etc.) • Carry out random audits of not less than two (2) projects on maintenance replacement per month • Administer term contractors A&A works • Any other ad-hoc assignments assigned by the Management. 	
Senior Operations Manager 	<ul style="list-style-type: none"> • Degree in Engineering / Building/ Facilities/ Estate Management or relevant disciplines with proven management. • Background and managed est. 20,000 sqm in the past 5 yrs. • Min. 8 years of relevant experience. 	<ul style="list-style-type: none"> • Oversee the overall performance of Service teams within the contract. • Responsible for manpower resource planning, budget management, and ensuring compliance to maintain a safe working environment. • Ensure contract compliance and meet or exceed KPIs. • Foster a culture of service excellence and continuous improvement 	<ul style="list-style-type: none"> • Working Hours: 5.5 day / week, 44 hrs / week • Employment Type: Full Time • Job Type: Permanent • Location: West


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


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Good knowledge of BMSMA Act. 	<ul style="list-style-type: none"> • Supervise and manage contractors in fulfilling their contractual obligation and ensure smooth operation of the buildings • Attend to feedback by tenants/ clients, to recommend and take remedial actions in a timely manner • Promote good relations with our staff, contractors and management • Ensure renewal of Managing Agent service contract • Ensure all preventive maintenance programs for all M&E/ building equipment in compliance with relevant legislations and safe work procedures • Conduct monthly council meeting and Annual General Meeting • Oversee preparation of annual budget and implement cost saving measures • Provide timely guidance and advice for Site Team under his/her charge • Any other ad-hoc assignments assigned by the Management 	
<p>Senior Software Engineer </p>	<ul style="list-style-type: none"> • At least a Diploma's in computer science, Engineering, or a related field • At least 3 years of experience in software development support or application support experience. • Experience with a CI/CD tool • Experience in memory caching techniques and tools. 	<ul style="list-style-type: none"> • Execute full software development life cycle (SDLC). • Design and development of application solutions in various programming languages and frameworks. (Laravel, Django) • Create flowcharts, layouts and documentation to identify requirements and solutions. • Develop and maintain a high standard of code quality, 	<ul style="list-style-type: none"> • Working Hours: 5 day / week, 44 hrs / week • Employment Type: Full Time • Job Type: Permanent • Location: East


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Experience with cloud services such as AWS, Azure, GCP • Experience with scripting languages (e.g., Python, Bash) • Experience with containerization & orchestration systems like Kubernetes & Docker. 	<ul style="list-style-type: none"> documentation, and system reliability. • Write clean, maintainable, and efficient code in various backend languages such as PHP, Python/Java. • Prioritise security best practices in all aspects of development and data handling. • Collaborate with cross-functional teams to deliver high-quality software solutions. • Provide technical support to users and liaise with development teams for maintenance and updates required. • Any other ad-hoc as assigned by Management 	
<p>System Engineer </p>	<ul style="list-style-type: none"> • Minimum requirements for Education: At least Diploma and Bachelor's Degree in engineering, Computer Science or Information Technology. • At least 1 years' experience in system implementation, maintenance and technical support. • At least 1 years' experience on multi-OS platform installation such as LINUX and Windows Servers. • Knowledgeable in administrating and maintaining SQL Database. • Knowledgeable in administrating and maintaining virtualise environment. 	<ul style="list-style-type: none"> • Configuration system and support of Car parking Systems. • Perform system testing, problem analysis, troubleshooting and draw conclusions to the service/ project/ software team. • Prepare procedures, user documentation, operation manual, test procedures and test reports. • Provide support during system testing and live system. • Work with users to understand their problems or new requirements • Other duties as assigned. 	<ul style="list-style-type: none"> • Working Hours: 5 day / week, 44 hrs / week • Employment Type: Full Time • Job Type: Permanent • Location: East


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Good understanding of Linux networking and security. • Experience in maintaining servers, storage and PC servers. • Knowledgeable of troubleshooting and debugging live software systems. 		
<p>Technical Executive </p>	<ul style="list-style-type: none"> • Diploma in Facilities Management, Engineering, Estate Management or other relevant qualifications from a recognized institute with minimum 3 years relevant experience. • Possess WSHO/FSM or other relevant certificates. 	<p>Assist and report directly to Building Manager (DBM) in all operation & maintenance concerns:</p> <ul style="list-style-type: none"> • Oversee the facilities management within the premises • Compiling the monthly utilities report and tabulations • Monthly M&E reports • Assist in developing and implementing Standard Operating Procedures (SOP) as and where necessary <p>Interfacing with the clients:</p> <ul style="list-style-type: none"> • Attend monthly meetings with clients & prepare the minutes of the meeting • Providing updates on ad-hoc and outstanding issues • Attending to clients' feedback or requests • Coordinates the preventive and corrective maintenance works schedule with the contract and client. <p>Coordinate and manage projects:</p> <ul style="list-style-type: none"> • Provide costing and proposals for ad-hoc works/projects • Evaluate the quotations submitted by contractor and provide a formal quotation to the client 	<ul style="list-style-type: none"> • Working Hours: 5.5 day / week, 44 hrs / week • Employment Type: Full Time • Job Type: Permanent • Location: East

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Inspect work carried out are proper and in satisfaction • Liaising and managing contractors <p>Leading the on-site technical teams:</p> <ul style="list-style-type: none"> • Provide guidance, training and supervision to technical staff to ensure proper execution of assigned tasks • Planning of maintenance schedule • Review and planning monthly maintenance schedule • Oversee all work is carried out timely and smoothly by the staff. • Any other ad-hoc assignments assigned by the Management. 	
<p>Technical Officer </p>	<ul style="list-style-type: none"> • 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&E and AV system. • First Aid Course (CPR + AED) certified • Experienced in operating and basic troubleshooting of meeting rooms AV equipment • Competency in basic troubleshooting of electrical power trip & ACMV issues 	<p>Daily routine</p> <ul style="list-style-type: none"> • Inspections of the premises to check for abnormality and defects • Support to cover reception service whenever receptionist is absent • General handyman works inclusive of changing of light bulbs and minor repair of lock sets, door closer, etc. (replacement parts are not included) • Setting up, testing of Meeting room (Testing of AV system) • Escort client’s contractors as and when required • Any other ad-hoc assignments assigned by the Management. <p>Assist and report directly to Facility Executive in all operation & maintenance concerns:</p> <ul style="list-style-type: none"> • Oversee the facilities management within the premises 	<ul style="list-style-type: none"> • Working Hours: 5 day / week, 44 hrs / week • Employment Type: Full Time • Job Type: Permanent • Location: HQ

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Compiling the monthly utilities report and tabulations • Prepare Monthly M&E reports • Assist in developing and implementing Standard Operating Procedures (SOP) as and where necessary <p>Interfacing with the clients:</p> <ul style="list-style-type: none"> • Attend monthly/ad-hoc meetings with clients & stakeholders • Providing updates on ad-hoc and outstanding issues • Attending to client/User feedback or requests • Coordinates the preventive and corrective maintenance works schedule with the contractor and client. <p>Coordinate and manage projects:</p> <ul style="list-style-type: none"> • Provide costing and proposals for ad-hoc works/projects • Evaluate the quotations submitted by contractor and provide a formal quotation to the client • Inspect works carried out are proper and satisfactory • Liaising and managing contractors • Inspect and check on site that works orders have been carried out accordingly 	
<p>Technician </p>	<ul style="list-style-type: none"> • N/O Level / NITEC with 2 years of relevant experience 	<ul style="list-style-type: none"> • Maintenance of facilities and services • Perform routine preventive maintenance and corrective action to ensure facility equipment and building system run smoothly and efficiently 	<ul style="list-style-type: none"> • Working Hours: 5.5 day / week, 44 hrs / week • Employment Type: Full Time • Job Type: Permanent

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Regular inspection of grounds and facilities to ensure they are in good working order Attend to breakdown, servicing, repairing and emergency requests Any work assigned by Superior 	<ul style="list-style-type: none"> Location: HQ

#6 Conrad Singapore Orchard | Conrad Singapore Marina Bay

Conrad Singapore Orchard brings new levels of sophisticated, modern luxury to Singapore's world-renowned Orchard Road shopping district. Centrally located in the heart of the city and just a 30-minute drive away from Singapore's Changi International Airport, the hotel is the ideal destination for dining, events, and special occasions. Conrad Singapore Orchard features ten exceptional restaurants and bars – including such award-winning favorites as Summer Palace, Manhattan, and Basilico – and over 1,600 square meters of beautiful event spaces.

Located in the vibrant Marina Bay, a mere 20 minutes from Changi International Airport, Conrad Singapore Marina Bay is one of the Lion City's most esteemed addresses for the business and leisure traveller. The 512 guest rooms hotel exudes an air of effortless modern luxury with Asian touches. The hotel is an ideal venue for meetings, conferences and social events, with a magnificent Ballroom catering up to 550 guests, a glass-enclosed Junior Ballroom, as well as twelve other function rooms. Savour local and international cuisine at the hotel's award-winning restaurants. The hotel boasts an art collection featuring over 3,400 pieces of sculptures and paintings by both notable local and international artists. Follow us on Facebook and Instagram.

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Conrad Service Centre Guest Service Executive (Telephone Operator)	<ul style="list-style-type: none"> The Conrad Service Guest Service Executive is responsible for managing guest communications efficiently and professionally, acting as 	<p>Role Overview:</p> <p>As a Conrad Service Guest Service Executive, you supervise the service center team, ensure daily tasks are completed, and support the manager when absent. Your main goal is to deliver</p>	<ul style="list-style-type: none"> Working Hours: 5 Days / Week, Shift work Employment Type: Full Time

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>the central point of contact for the hotel.</p> <p>Key Requirements:</p> <ul style="list-style-type: none"> • Strong customer service orientation with a commitment to delivering courteous and personalized guest experiences • Excellent verbal and written communication skills for handling calls, enquiries, and coordination across departments • Professional appearance, positive attitude, and calm demeanor in all situations • Ability to multitask, prioritize, and stay organized in a fast-paced environment • Strong teamwork skills with the ability to coordinate effectively with different departments • Flexible and adaptable in responding to various guest needs and operational demands <p>In short: A communication-focused, service-driven individual who ensures smooth coordination and delivers seamless guest experiences over the phone.</p>	<p>excellent guest service through all communications.</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Handle all guest communications (calls, emails, requests, bookings) professionally and courteously. • Manage multiple calls and ensure accurate, prompt responses and message handling. • Stay knowledgeable about hotel facilities, restaurants, promotions, and guest information. • Coordinate with teams and management to resolve guest issues and maintain smooth communication. • Maintain and update guest records (e.g., VIPs, preferences, special dates). • Ensure high standards in grooming, service quality, and adherence to procedures (including emergencies). 	<ul style="list-style-type: none"> • Location: 1 Cuscaden Road (S) 249715

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
F&B Captain - Golden Peony / Lobby Lounge / Oscars Café (All Day Dining)	<ul style="list-style-type: none"> An F&B Captain should be a service-oriented and adaptable team player with the skills and experience to deliver high-quality guest experiences in a fast-paced environment. <p>Key Requirements:</p> <ul style="list-style-type: none"> Positive attitude and strong communication skills Commitment to excellent customer service Flexibility to handle different work situations Ability to work independently and as part of a team Relevant Food & Beverage or hospitality experience Experience in cash handling Knowledge of food hygiene and safety regulations 	<ul style="list-style-type: none"> As an F&B Captain, you supervise service staff to ensure smooth operations and high-quality guest service in the restaurant, in line with brand standards. <p>Key Responsibilities:</p> <ul style="list-style-type: none"> Lead, train, and supervise the service team. Welcome guests, take orders, and ensure excellent service delivery. Coordinate between kitchen, bar, and service for smooth operations. Handle guest queries and resolve issues efficiently. Oversee table setup, cleanliness, and service standards. Manage administrative tasks, inventory, and cash handling. 	<ul style="list-style-type: none"> Working Hours: 5 day / week, Shift Work Employment Type: Full Time Location: 2 Temasek Boulevard (S) 038982
Fitness Centre Assistant	<ul style="list-style-type: none"> A Fitness Centre Assistant should be customer-focused, safety-trained, and capable of working both independently and as part of a team in a hospitality environment. <p>Key Requirements:</p> <ul style="list-style-type: none"> Relevant experience and valid fitness/safety qualifications. 	<ul style="list-style-type: none"> As a Fitness Centre Assistant, your role is to support guests using the gym and pool by providing helpful, friendly service while ensuring safety, cleanliness, and smooth operations. <p>Key Responsibilities:</p> <ul style="list-style-type: none"> Assist guests and be knowledgeable about fitness and pool services. Manage towels, lockers, and minimize lost items. 	<ul style="list-style-type: none"> Working Hours: 5 Days / Week, Shift work Employment Type: Full Time Location: 1 Cuscaden Road (S) 249715

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Strong communication and interpersonal skills. Customer-oriented with a willingness to learn. Ability to multitask and work in a team or independently. Must be able to swim. Certified in CPR, AED, and First Aid. In short: The role requires a safety-conscious, service-driven individual with the right certifications and strong people skills. Able to work on rotating shifts and/or 5.5 days' work week. Able to work overtime due to operational requirements Willing to work in hospital environment. 	<ul style="list-style-type: none"> Maintain cleanliness of all wellness areas. Ensure guest safety, supervise pool activities, and respond to emergencies. Perform pool inspections and handle basic rescue when needed. Coordinate poolside service (e.g. towels, water) with other teams. Enforce pool rules and follow safety procedures. Gather guest feedback and share it with management. In short: You ensure a safe, clean, and welcoming environment in the gym and pool while delivering attentive guest service. 	

#7 ISS Facility Service

ISS Facility Services AS is a global facility management and workplace experience company headquartered in Copenhagen, Denmark, providing integrated services across cleaning, food, technical, and workplace management.

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Ambulance Driver	<ul style="list-style-type: none"> Able to communicate with English speaking user/ customer. Possess Class 3 driving licence Training will be provided 	<ul style="list-style-type: none"> Drive SGH Ambulance or Van as per task assigned. Always drive safely. Ensures the comfort and safety of all patients and staff. Assist staff in transferring patient by stretcher, ensure 	<ul style="list-style-type: none"> Working Hours: 6 day / week, 0730 - 1430/ 1430 - 2130/ 2130 - 0730

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Able to work on rotating Day & Night shift as per roster • Able to work on rest day when needed though not frequent • Will be required to work over-time 	<p>proper transfer and lifting techniques are practiced during patient transfer.</p> <ul style="list-style-type: none"> • Transport items - Document / Equipment / Preservatives / Blood / Specimen within SGH or outside of the campus. • Standby at A&E for any Code Blue activation or patient transfer to other hospital. • Responds to hospital or Civil Emergency (CE) activations • Ensures that fuel in the ambulance is sufficient for daily operations and the cleanliness of the interior/ exterior of the ambulance is maintained 	<ul style="list-style-type: none"> • Employment Type: Full Time • Location: 1 Habourfront Place (S)098633
<p>Emergency Medical Technician</p>	<ul style="list-style-type: none"> • Valid EMERGENCY MEDICAL TECHNICIAN (EMT) certification is compulsory* • Training will be provided. • Good Communication & Interpersonal skills. • Will be required to work over-time. 	<ul style="list-style-type: none"> • Move SGH patients between facilities on SGH campus, ambulance service does not cater to members of public. • Provide cardiopulmonary resuscitation (CPR) or bandaging wounds. • Ensure the medical equipment & supplies are valid and functional for daily operations. • Assist nurses or doctors in EAS. • Maintain a safe, clean, and well-stocked environment for patients. 	<ul style="list-style-type: none"> • Working Hours: 6 day / week, 7AM - 4PM 1PM - 10PM • Employment Type: Full Time • Location: 1 Habourfront Place (S)098633
<p>Engineers </p>	<ul style="list-style-type: none"> • Diploma in Engineering (Electronic, Electrical, Mechanical, Civil, Building Services Estates Management) with minimum three (3) years' experience in supervision works. • Minimum of ten (10) years working experience. 	<ul style="list-style-type: none"> • To supervise the supervisor and technician, lead and manage the day-to-day operations and provide best practices in engineering maintenance so as to achieve a safer environment for patients, staff and visitors. • To manage the team consisting of technicians, supervisor in the respective satellite areas or Central 	<ul style="list-style-type: none"> • Working Hours: 6 day / week, 7.30am - 4pm • Employment Type: Full Time • Location: 1 Habourfront

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Must be mature and self-motivated. • Able to work on rotating shifts and/or 5.5 days' work week. • Able to work overtime due to operational requirements • Willing to work in hospital environment. 	<p>Operations to carry out daily front-end engineering maintenance works and ensuring excellency in operational supports to the various specialist clinics, wards, operating theatres, retail shops, back of house etc.</p> <ul style="list-style-type: none"> • To manage the customers and end users relationship and meet customer and end user's expectations with reference to the KPI and service level agreement spelt out in the contract. • Strategize, plan and implement all business processes and procedures aligning with the operational requirements. • To work closely with the client to identify areas of opportunities to improve the facilities and generate additional revenue by securing additional work. • To obtain quotation from sub-contractor and process purchase order for all repair work and work with all sub-contractors to perform repair works to maintain the facilities within the constantly improving expectations of the client. • To plan the resources available to align with the operational requirements for fix it and programmed maintenance. • Managing all minor repairs and fix it work within the budget. 	<p>Place (S)098633</p>

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
General/ Restroom Cleaner	<ul style="list-style-type: none"> • Able to work in shift patterns, including weekends and public holidays • Positive working attitude, reliable, and punctual. • Experience in cleaning is a bonus but not required 	<ul style="list-style-type: none"> • Perform daily cleaning tasks including sweeping, mopping, vacuuming • Maintain cleanliness of washroom • Empty trash bins • Replenish consumables (toilet paper, soap, hand towels, etc.) • Monitor cleanliness of assigned areas and report defects or hazards to supervisors. • Follow safety and hygiene protocols 	<ul style="list-style-type: none"> • Working Hours: 6 day / week, 7.30am - 4pm • Employment Type: Full Time • Location: 1 Habourfront Place (S)098633
Housekeeping Supervisor	<ul style="list-style-type: none"> • Min. GCE "O" Level & Above • At least 2-3 years of relevant experience in related industry will be an added advantage • Good organisational skills and meticulous with details • Team player with high degree of initiative and able to work independently • Good interpersonal skills with the ability to communicate well at all levels 	<ul style="list-style-type: none"> • Provide high standard of hygiene and cleanliness within the customer premises. • Practice good service acts by greeting others, smiling and saying thank you (GST) to customers and colleagues. • Conduct daily inspections and take immediate corrective measures to improve below-standard performance. • Provide adequate training and coach staff to meet the required contractual standards. • Perform cleaning duties in assigned areas and cover manpower whenever required (e.g. staff on leave/MC/absent). • Undertake any duties/ projects assigned by the Superior. 	<ul style="list-style-type: none"> • Working Hours: 6 day / week, 8am - 5pm • Employment Type: Full Time • Location: 1 Habourfront Place (S)098633
Patient Transfer Porter	<ul style="list-style-type: none"> • Flexible Shift (Day/Night) • Basic IT knowledge is required to handle e-systems, computers, smartphones 	<ul style="list-style-type: none"> • Deliver high-quality portering services within the hospital. • Safely and professionally transport patients, medical records, specimens, equipment, medications, and blood products to and from 	<ul style="list-style-type: none"> • Working Hours: 5 day / week, 1PM - 10PM • Employment Type: Full Time

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Able to handle difficult customers • Candidates who have similar prior experience will be considered for the Senior Patient Transfer Porter role 	<p>wards, clinics, departments, and external centres.</p> <ul style="list-style-type: none"> • Lead and supervise a team of porters, ensuring proper grooming, motivation, discipline, and ongoing training. • Regularly engage with users to gather feedback and communicate concerns to supervisors for follow-up. • Respond promptly to internal and external enquiries, providing accurate information or assistance as needed. • Manage incoming requests via hotline and e-porter system, assigning tasks accordingly. • Ensure all equipment and mobile devices are well-maintained and promptly report any malfunctions. • Prepare and maintain staff rosters, attendance records, and required reports. • Collect and verify medical certificates, leave applications, and other related documents before submission. • Maintain cleanliness and tidiness of the workplace and shared work areas. • Monitor health, safety, and environmental practices; report incidents immediately, conduct investigations, and draft incident reports as required. • Respond to hospital or civil emergency activations (e.g. call tree, decontamination stations, Kingfisher activation) 	<ul style="list-style-type: none"> • Location: 1 Habourfront Place (S)098633



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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<p>Portering Operations Co-ordinator </p>	<ul style="list-style-type: none"> • Candidate should possess at least an ITE Cert, Diploma, any field • At least 1 years(s) of working experience in the related field is required for this position. • Without experience are welcome to apply • Training will be provided • Basic IT knowledge is required to handle e-systems, computers, smartphones • Willing to work in Hospital environment • Preferably Non-Executives specializing in General Work (Housekeeper, Driver, Dispatch, Messenger, etc.), or Healthcare (Medical Support, Assistant or equivalent) • Able to work overtime (only when required) 	<p>during and outside of working hours as needed.</p> <ul style="list-style-type: none"> • Projects a professional image at all times. • Delivers quality portering services to patients and staff in the hospital. • Provides portering services which include but not limited to patients, medical records, specimen, equipment, medication and blood products to and from the wards/ specialist clinics/ departments/ external centres in a safe and professional manner. • Assists in the reception of patients by provision of wheelchairs/trolleys and their transfer from ambulance and to ensure proper transfer and lifting techniques are practiced when transferring patients. • Maintains proper filling system for purpose of submission of daily tasks. • Leads a team of porters and ensures supervision, grooming, motivation, discipline, and training to the team. • Conducts training, provides guidance and coach staff to raise competency level. • Disseminate information where necessary and provide feedback to supervisor on cases of interest. • Engages users on a periodic basis, updates supervisors on their concerns and addresses them. • Attends to inquiries from internal staff / external 	<ul style="list-style-type: none"> • Working Hours: 5 day / week, (Follow roster for the off day and rest day) 9am to 7pm / 12pm to 10pm / 10pm to 8am • Employment Type: Full Time • Location: 1 Harbourfront Place (S)098633

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>persons immediately and gives appropriate advice if applicable.</p> <ul style="list-style-type: none"> • Manning telephone hotlines, receiving requests from users via e-porter system and assigning tasks to staff. • Reports any faults in the e-porter system and furnish suggestions to improve system performance. • Ensures that the equipment / mobile devices are in good working conditions at all times and report any defects. • Prepares and maintains daily roster, daily attendance, and periodic reports. • Collects and consolidates all medical certificate submission, leave application forms, and ensures that all documents are in order prior to submission. • Ensures tidiness and cleanliness of workplace and / or shared areas of work with other staff. • Monitors all Health, Safety & Environmental procedures and practices, reports incidents to supervisor immediately whenever an incident happens, conducts investigations on such matters, and drafts incident reports. • Responds to hospital or civil emergency activations (e.g. call tree, hospital decontamination station, Kingfisher activation, etc.) while on duty or/and off duty (standby). • Undertakes any other duties/ activities/ projects, etc. as and 	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<p>Service Ambassador </p>	<ul style="list-style-type: none"> • Qualifications in Hospitality, Communications, related field. • Prior experience in customer service or front-line roles preferred. • Strong communication, interpersonal and problem-solving skills. • Ability to manage challenging situations with empathy, tact, and professionalism. • Detail-oriented with strong organizational and follow-up skills. 	<p>when instructed by the supervisor or management.</p> <ul style="list-style-type: none"> • Deliver exceptional customer service and a transformational service experience across various stages. • Provide consistent, accurate, and timely responses to enquiries. • Handle and resolve service enquiries with professionalism, empathy and efficiency. • Process and track service requests, ensuring timely follow-up and closure. • Manage customer feedback and complaints in accordance with established protocols. • Execute effective service recovery actions to address concerns and restore service trust when required. • Maintain accurate and up-to-date records of all service interactions in • Collaborate with internal teams and departments to ensure smooth communication and resolution of service issues. • Uphold organizational standards and service quality benchmarks in all interactions. 	<ul style="list-style-type: none"> • Working Hours: 5.5 day / week, 8am-5.30pm/ 8.30am-6pm • Employment Type: Full Time • Location: 1 Harbourfront Place (S)098633
<p>Technician </p>	<ul style="list-style-type: none"> • Minimum Nitec / NTC2 / NTC3 in Engineering (Electronic, Electrical, Mechanical Management) with minimum of one (1) year’s working experience • Willing to learn attitude. 	<ul style="list-style-type: none"> • Carry out repairs and troubleshooting of back-end engineering maintenance works and ensuring excellence and consistency in operational support within the workplace according to the design intents of the various mechanical, electrical, 	<ul style="list-style-type: none"> • Working Hours: 6 day / week, 7.30am - 4pm • Employment Type: Full Time • Location: 1 Harbourfront

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Able to work overtime due to operational requirements • Willing to work in healthcare environment. 	<p>medical and specialist systems</p> <ul style="list-style-type: none"> • To be responsible for all deliverables required in the agreement • To align with the overall client’s expectation and contractual requirements and support the operations of the hospital, especially in the front-end engineering. To execute all fix, it and programmed maintenance within the framework of the allocated resources. • Managing all minor repairs and fix it work. • Work closely with other service providers in the hospital to be part of the team to create a safe and sound environment for the patients, staff and visitors, especially ISS House Keeping and Portering team to demonstrate the strength and capability of ISS’s integrated service model to be productive, efficient and effective. • Manage relationship with all specialist's sub-con and contractors appointed by the hospital to achieve the required KPI, client’s expectations and deliverables. 	<p>Place (S)098633</p>

#8 National University Polyclinic

The National University Polyclinics (NUP) is a member of the National University Health System (NUHS), a leading academic health system and one of three public healthcare clusters in Singapore.

NUP provides primary care treatment for acute illnesses, management of chronic diseases, women and children health services, and dental care at its network of polyclinics at Bukit Batok, Bukit Panjang, Choa Chu Kang, Clementi, Jurong, Pioneer, Queenstown, and Tengah (with Taman Jurong, and Yew Tee to come).

As part of an integrated academic health system, NUP collaborates with the hospitals and national specialty centres within NUHS as well as partners in the community, such as general practitioners, grassroots, and social care agencies, to provide patient-centred care for the population.


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Care Coordinator	<ul style="list-style-type: none"> • Diploma preferred. • Qualification in health promotion will have an advantage. • Preferably with some work experience in healthcare • Good verbal and written communication skills • Pleasant disposition and personality • Possess good interpersonal skills, a positive attitude towards work and is a team player. • Good communication and coordination skills • Self-motivated and has interest in patient care. • Able to communicate in English and a local language/dialect. • Proficient in Microsoft Office including Excel, Words and Power Point 	<ul style="list-style-type: none"> • As part of the multidisciplinary team, you get to provide holistic and incredible care, empower patients and caregivers to take charge of their own health through technology, raise awareness and accessibility of available resources that can be tapped on, nudging them towards action. <p>Strategic outcomes and goals include:</p> <ul style="list-style-type: none"> • To build relationships with internal (care team) and external stakeholders (patients and caregivers). • To contribute to achieving clinical outcomes for preventive health screenings and reduce readmission and escalations to tertiary care, and, to gather social determinants of health 	<ul style="list-style-type: none"> • Working Hours: 5.5 days / week, 42 hrs / week • Employment Type: Full Time • Location: 1 Jurong East Street 21 (S)609606

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Savvy in navigating IT programs 	<p>pertinent to influencing social and health outcomes in positive ways</p> <ul style="list-style-type: none"> Leverage on technology to empower patients to improve health literacy and accessibility to resources Responsible for assisting in coordinating and providing patient care activities. This includes the use of IT systems to track, perform and document established clinical indicators and care given to patients. You will perform basic parameter measurements, close preventive screening and vaccination gaps in relation to national programmes/initiatives. You will also provide basic health education to improve patients' knowledge on lifestyle management, social and physical activities through social prescribing, the use of health monitoring devices (e.g. home blood pressure, glucose and weight monitoring, as well as advise patients on vaccination requirements.) 	
<p>Patient Service Associate</p>	<ul style="list-style-type: none"> Polytechnic Diploma, GCE A / O / NITEC qualification. Computer literate Pleasant disposition and personality Comfortable with public speaking to perform patient education and sharing Excellent interpersonal and communication skills. 	<ul style="list-style-type: none"> Be a strong advocate to share with patients on self-help and self-care! You will proactively promote and educate patients on the use of mobile applications and self-help functions, and onboard them into nationwide healthcare initiatives (e.g. Healthier SG) to promote self-care. You will have the opportunity to positively make a 	<ul style="list-style-type: none"> Working Hours: 5.5 days / week, 42 hrs / week Employment Type: Full Time Location: 1 Jurong East Street 21 (S)609606

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Experience in frontline and customer service preferred. • Good team player with passion for service excellence. • Able to multi-task and work in a fast-paced and dynamic environment. • Commit to a 5.5 days' work week 	<p>difference to the patients and community through facilitating and planning for programmes. This involves liaising with partnered vendors, planning for logistics and schedules to carry out the programmes.</p> <ul style="list-style-type: none"> • Additionally, you will be involved in daily clinic operations' activities. • Your main responsibilities will be to help patients navigate through the polyclinic through registration, scheduling and rescheduling appointments, processing referrals, and handling payments. • You will be the first point of contact for patients to answer their general questions, perform initial health screening activities such as height and weight measurements, and administering blood pressure checks, and making outgoing calls to patients to address any urgent requests they have. • Additionally, you will provide administrative support to the clinic as needed. 	
<p>Senior/ Staff Nurse </p>	<ul style="list-style-type: none"> • Registered with Singapore Nursing Board. • Entry level nursing candidates are welcome. • Good team player with passion for service excellence. • Possess excellent interpersonal and communication skills. 	<ul style="list-style-type: none"> • You will work within a multi-disciplinary team to provide acute care services as well as function independently in nurse-led services in chronic disease management and preventive care. 	<ul style="list-style-type: none"> • Working Hours: 5.5 days / week, 42 hrs / week • Employment Type: Full Time • Location: 1 Jurong East Street 21 (S)609606

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Proactive and self-motivated. 		


#9 SimplifyNext

We are a leading provider of Intelligent Automation and Analytics services. We are helping our customers with their Digital Transformation journey through our holistic services – advisory and consulting services, implementation and maintenance services, and training and change enablement services. We work with global technology partners such as UiPath, Blue Prism, Automation Anywhere, Workato, Microsoft, AWS, Laiye, ABBYY, etc. Our customers include leading global and regional companies in their respective fields - Banking & Financial Services, Healthcare, Education, Manufacturing, Real Estate, Logistics, Transport, Technology, Public Sector and Defense.


We have a great team of mentors who are grooming the next generation of consulting practitioners and technology experts. We encourage a culture of creativity, collaboration and happiness at work!

We have received several APAC and ASEAN level awards from our technology partners as well as industry research groups such as IDC and Forrester.

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Full Stack Developer 	<ul style="list-style-type: none"> 0–3 years of experience in software development (fresh graduates are welcome) Foundational knowledge of front-end technologies (e.g. JavaScript, React, TypeScript, HTML, CSS) Exposure to back-end development (e.g. Node.js, Java, Python, or similar) Basic understanding of REST APIs and databases (SQL or NoSQL) 	<ul style="list-style-type: none"> As an Early-Career Full Stack Developer, you will work alongside experienced engineers, architects, and consultants to design, build, and deliver modern digital applications. This role is ideal for fresh graduates or developers in the early stages of their career who want exposure to real client projects, modern tech stacks, and strong mentorship. You will gain hands-on experience across front-end, back-end, and cloud environments while developing a strong 	<ul style="list-style-type: none"> Working Hours: 5 days /week, 9am to 6pm Employment Type: Full Time Location: 8 Kallang Avenue (S)339509

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Familiarity with Git or other version control systems • Interest in cloud platforms, automation, or low-code technologies (training provided) • Willingness to learn, ask questions, and take feedback positively • Strong problem-solving mindset and attention to detail • Diploma or Degree in Computer Science, Information Technology, Engineering, or related fields 	<p>foundation in engineering best practices.</p> <p>Your responsibilities will include, but not be limited to:</p> <ul style="list-style-type: none"> • Develop and enhance web and application features across front-end and back-end components • Write clean, maintainable, and well-tested code under guidance from senior team members • Participate in Agile ceremonies such as sprint planning, stand-ups, and retrospectives • Collaborate with Business Analysts and Designers to understand requirements and user journeys • Support testing, bug fixing, and deployment activities • Learn and apply secure coding, performance, and quality best practices • Document technical designs and development work clearly 	
<p>Technology Analyst </p>	<ul style="list-style-type: none"> • Diploma or Bachelor's degree, preferably in Computer Engineering, Computer Science, Engineering, Data Science, or a related field • Excellent communication and interpersonal skills • Passion for delivering quality work • Fresh graduates are welcome to apply 	<ul style="list-style-type: none"> • As a Technology Analyst at SimplifyNext, you'll collaborate with industry-leading consultants to address our clients' most pressing challenges. • You'll work on complex projects, gaining a deep understanding of business problems and developing solutions using cutting-edge technologies. • This role offers opportunities to expand your skills and experience, paving the way for career growth. • You'll be part of a team delivering end-to-end 	<ul style="list-style-type: none"> • Working Hours: 5 days /week, 9am to 6pm • Employment Type: Full Time • Location: 8 Kallang Avenue (S)339509

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>technology consulting and implementation projects on the above-mentioned areas.</p> <p>Your responsibilities would include:</p> <ul style="list-style-type: none"> • Engage with clients' subject matter experts to understand and analyze business problems and pain points • Gather and define technical, operational, and user requirements • Assist in conceptualizing architecture and designing efficient, resilient, scalable, secure, and reusable technical solutions • Develop and implement solutions on various technology platforms, adhering to SimplifyNext's best practices and code standards • Identify or support the creation of use cases/process scenarios and their expected outcomes for the delivery lifecycle • Conduct user acceptance testing and rollout phases with business SMEs to ensure solutions meet requirements • Provide post-implementation support to businesses 	

#10 Sun City Maintenance


Sun City is a trusted leader in cleaning, maintenance, and disinfection services across Singapore. With over 30 years of experience, we've earned the trust of 1,000+ satisfied clients by consistently delivering high-quality, reliable, and sustainable solutions.

We specialize in a range of services, including office cleaning, external building cleaning, and certified disinfection. Whether it's routine maintenance or urgent disinfection, our team is equipped to handle projects of any scale, ensuring your space is safe, clean, and welcoming.

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Cleaner	<ul style="list-style-type: none"> • Able to stand for 45 minutes continuously • Able to carry load • Able to squat to wash toilets 	<ul style="list-style-type: none"> • Clean toilets by washing, sweeping, mopping or scrubbing • Gather and empty debris • Replenish toilet rolls, hand towels and hand soap 	<ul style="list-style-type: none"> • Working Hours: 6 days / week 44 hrs / week • Employment Type: Full Time • Job Type: Permanent • Location: 201 Henderson Road (S)159545
Operations Executive 	<ul style="list-style-type: none"> • Relevant diploma/degree • Leadership experience 	<ul style="list-style-type: none"> • Educate, uphold and guard company core values and culture across all job sites • Building open and trusting relationships 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 	<ul style="list-style-type: none"> • Working Hours: 6 days / week 44 hrs / week • Employment Type: Full Time • Job Type: Permanent • Location: 201 Henderson Road (S)159545

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • 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 take immediate preventive measures to ensure that similar problems do not recur • Recruit and induct new employees • Ensure all WSH and Safety Compliance Committee requirements are met 	
<p>Operations Manager </p>	<ul style="list-style-type: none"> • Relevant diploma/ degree • Leadership experience 	<ul style="list-style-type: none"> • Educate, uphold and guard company core values and culture across all job sites • Building open and trusting relationships 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 take immediate preventive measures to ensure that similar problems do not recur 	<ul style="list-style-type: none"> • Working Hours: 6 days / week 44 hrs / week • Employment Type: Full Time • Job Type: Permanent • Location: 201 Henderson Road (S)159545

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Recruit and induct new employees • Ensure all WSH and Safety Compliance Committee requirements are met 	
<p>Operations Supervisor</p>	<ul style="list-style-type: none"> • Relevant cert • Cleaning experience • Leadership experience 	<ul style="list-style-type: none"> • Coach, train and supervise cleaners • Plan cleaning service operations • Manage incidents • Operate cleaning machines when required • Handle cleaning chemicals • Ensure productivity, effectiveness and efficiency • Execute company policies and ensure compliance • Manage HR, supplies, equipment 	<ul style="list-style-type: none"> • Working Hours: 6 days / week 44 hrs / week • Employment Type: Full Time • Job Type: Permanent • Location: 201 Henderson Road (S)159545

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- SkillsFuture Advice

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

Operating Hours

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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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