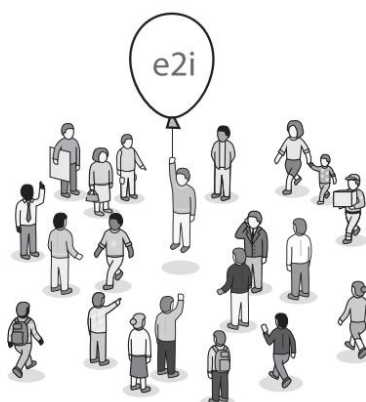


e2i & UEMS Job Interview

Together, Potential Meets Opportunities

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.

UEMS Solutions Pte Ltd

Job Positions	Pre-Requisites	Key Responsibilities	Working Hours / Location
Housekeepers	NIL	- To perform daily housekeeping tasks; changing bedsheets, compound area cleaning, toilet washing, office cleaning, high dusting, surface wiping, floor sweeping and mopping, replenish of consumable items, clearing of rubbish etc. - Attend in-service training to learn new skills and service knowledge to perform housekeeping services. - Use various cleaning chemicals and disinfectants on deployed areas. - Operate machinery for project and periodic cleaning, disinfection on non-medical/medical equipment, if required.	7am to 4pm / 8am to 5pm / 9am to 6pm / 12pm to 9pm / 1pm to 10pm / 9pm to 6am / 10pm to 7am - Island wide
Porters	NIL	- With the help of ward staff, assist in transporting and transferring patients on trolley to the wards and to other hospitals, where required. - With the help of ward staff, assist in receiving and transferring patients from and to the ambulance, where required. - With the help of ward staff, assist fall risk patients on and off wheelchairs. - Send patients to ancillary departments for treatment/examination. - Send and collect equipment /specimens/blood/x-rays films/case records from allied health/ancillary departments.	7am to 4pm / 8am to 5pm / 9am to 6pm / 12pm to 9pm / 1pm to 10pm / 9pm to 6am - Island wide
Healthcare Attendant	NIL	- Distribute water jugs and cups. - Top up patients' water flask. - Clearing meal trays, cups & cutleries and put inside the food trolleys. - Clearing of patients' tea cups and plates after tea break and put in pantry. - Wipe and sanitize each cardiac tables after patients' meals / tea break. - Clean sluice room. - Clean up patient pantry. - Clear soiled linen, put into bags, tie and send to refuse room. - Distribute clean pyjamas and towels for next day. - Clear rubbish from patient cubicles and staff area (midnight team only). - Any other relevant duties as and when assigned by the Superior.	6.45am to 4.15pm or 12.15pm to 9.45pm - Island wide

Job Positions	Pre-Requisites	Key Responsibilities	Working Hours / Location
Linen Attendant	NIL	- Report to Linen Supervisor/Executive on any linen operational concerns. - Receive and verify the quantity of clean linen delivered by launderer. - Pack and store clean linen onto linen room rack and/or designated linen locations. - Pack clean linen onto linen trolleys for respective user department accordingly and report if otherwise. - Collect soiled linen daily as per schedule. - Clean and sanitize all linen trolleys before and after use in accordance to established SOP. - Conduct linen quality inspection and prepare linen condemn list in accordance with pre-determined schedule. - Examine laundered items to ensure cleanliness and serviceability. - Issue memo to launderer for rewash linen. - Maintain proper and accurate inventory linen stock movement record. - Keep linen room in clean and orderly condition. - Assist in answering calls from service hotline. - Any other relevant duties as and when assigned by Linen Supervisor/Executive.	7.30am to 3.30pm / 7:30am to 4:30pm - Island wide
Patient Service Associate / Concierge Specialist	NIL	- Perform visitor registration, concierge services and information counter services. - Handle complaints/ feedback and resolve issues by performing service recovery. - To update or escalate to Team Leader of any incident that occurred and steps taken to rectify issues. - Assist in kiosk registration, queue management, entry and exit access via gantries. - Attend to patients/ visitors' enquiries and feedback. - Provide wayfinding and wheelchair assistance.	7:30 am - 5:00 pm / 8:00 am - 5:30 pm / 11.30am to 9.00pm - Outram
Housekeeping Supervisor/ Team Leader	2 years of relevant experience.	- Supervise a team of Housekeepers in carrying out cleaning works and maintaining cleanliness of the assigned areas. - Conduct regular roll-call and ensure staff are properly attired and groomed, and necessary information cascaded during the roll-call.	7am to 4pm / 8am to 5pm / 9am to 6pm / 12pm to 9pm / 1pm to 10pm / 9pm to 6am / 10pm to 7am - Island Wide

Job Positions	Pre-Requisites	Key Responsibilities	Working Hours / Location
		- Handle feedbacks and complaints, respond to customer's request promptly. To escalate to Superior when necessary. - Maintain and ensure that all equipment clean, well labelled and in good working conditions. - Oversee the planning and scheduling of the Housekeepers. - Any other relevant duties as and when assigned by the Superior.	
Team Leader (Visitor Service Management)	2 years of relevant experience.	- To carry out counter operations according to the hospital's guidelines, procedures, and policies consistently. - Plan weekly duty roster and manage the deployment of staff for all Visitor Registration Counters. - Supervise and monitor performance of staff to ensure service levels are met. - Provide coaching and counselling when necessary. - Manage resources including manpower, equipment and supplies in daily operations. - Investigate causes of discrepancies and complaints and take corrective actions. - Raise necessary documentations (Incident Report [IR]).	630am to 4pm / 730am to 5pm / 1030am to 8pm / 1130am to 9pm - Outram
Admin Assistant	2 years of relevant experience.	- Performing operation administrative duties and preparing operation reports. - Manning the helpdesk and operation system. - Maintaining and upkeeping documents, records and filing according to IMS system. - Handling full spectrum of HR and payroll duties at site. - Handling Store Management and Inventories. - Stand-in as operation role in critical situation or exigency situation. - Taking on the secretary role for event preparation; preparing meeting materials and etc. - Attending to any enquiries and escalate to superior when necessary. - Coordinating with HQ departments for site matters when necessary. - Adhere to any government regulation and company policy such as, but not limited to, accommodation checks and incident reporting.	830am to 545pm - Island Wide

Job Positions	Pre-Requisites	Key Responsibilities	Working Hours / Location
		Any other ad-hoc duties as assigned by direct superior.	
Admin Executive	2 years of relevant experience.	- Performing operation administrative duties and preparing operation reports. - Manning the helpdesk and operation system. - Maintaining and upkeeping documents, records and filing according to IMS system. - Handling full spectrum of HR and payroll duties at site. - Handling Store Management and Inventories. - Stand-in as operation role in critical situation or exigency situation. - Taking on the secretary role for event preparation; preparing meeting materials and etc. - Coordination of events/ invites/ ordering etc. - Data analysis. Maintain filling staff P File. - Submission of claims. - Schedule vaccination Arrangement and update record. - Adhere to any government regulation and company policy such as, but not limited to, accommodation checks and incident reporting. - Any other ad hoc duties as assigned by the Superior.	830am to 545pm - Potong Pasir
Operations Executive	2 years of relevant experience.	- Assist Manager in daily activities in the hospital. - Conduct daily roll-call and ensure that staff are properly attired and groomed and necessary information cascaded during the roll-call. - Supervise and assess the work performance of the porters in the daily deployment basis, to ensure the service delivery of operational needs is delivered as accordance to the contractual requirement. - Ensure timely completion of all planned work schedules, prepare, and maintain records as per standards required by the Company and Customer. - Handle feedbacks and complaints and update to the Manager accordingly. - Respond to user's request promptly and update when it's completed, escalate to Manager when necessary.	830am to 545pm - Island Wide

Job Positions	Pre-Requisites	Key Responsibilities	Working Hours / Location
		- Assist in preparation of monthly reports, operating budgets and other relevant reports. - Perform any other relevant duties as and when assigned by the Superior. - Any other relevant duties as and when assigned by the Superior.	
Pantry Attendant	Nil	- Docking food trolleys to docker. - Sending food trolleys from AGV station to wards. - Prepare and send beverages to wards. - Collecting soiled trolleys from wards and return to AGV station. - Collecting and washing soiled cups and trays. - Maintain cleanness of the pantries. - Report defects. - Perform other duties as assigned.	- Shift Hours - Jurong
Steward	Nil	- Cleaning of all kitchen areas, equipment and chiller room. - Washing of all soiled crockery, utensils, food warmer carts and GN trolleys in the kitchen dishwashing area. - Washing of all wards' crockery including cups and water jugs. - Delivery of patient and staff meals to Urgent Care Centre (UCC), Ambulatory Surgery Centre (ASC), Day Surgery, Endoscopy patients' meal, Clinics and Inpatient wards or any other service areas required. - Delivery of dry ration / ward ration to all wards & clinics. - Management of crockery stock in kitchen, including packing of cutleries. - Manage waste and carton boxes disposal including provision of bins. - Collection of soiled patient meal trays from wards that did not make it to food warmer carts return.	- Shift Hours - Jurong
Building Manager / Asst Manager	2 years of relevant experience.	- Lead a team of Assistant Managers, Executives and Technicians pertaining to daily operation needs. - Responsible for all aspects of facility management and maintenance activities to the assigned facilities that includes all soft and hard services and regulatory requirements. - Manage service providers deployed at the facilities and ensure they maintain appropriate quality standards, adhere to maintenance work order executions, preventive maintenance compliance,	- Office Hours - Island Wide

Job Positions	Pre-Requisites	Key Responsibilities	Working Hours / Location
		timely delivery, facility resource management and inventory control • Ensure that service providers carry out works with the necessary risk assessments and safety work procedures in place to manage works and project risks. • Manage stake-holders expectation and delivered their requests timely. • Attend meetings and to carry out inspections on site to check that the works carried out by the contractors meet the desired quality/workmanship, completed on time and within budget. • Chair monthly meetings with the clients and ensure all monthly reports/KPI are delivered on time. • Undertake any other tasks or responsibilities as required by Management in the course of work. • Driven and take ownership for all tasks assigned. • Ability to exercise initiative, manage pressure, multitask and work independently in a fast-paced environment. • Customer-centric with excellent people management skills and good interpersonal skills. • Be involved in after office works when necessary and required.	
Property Officer / Executive	• 2 years of relevant experience.	• Co-ordinating and integrating all work performed under the services. • Monitor and report to the client on the progress of all work in connection to the contract. • Prepare project cost estimates and specification for minor improvement and office re-configuration works. • To monitor maintenance budget and progress payments to ensure cash flow projections are met and payments are promptly made to contractors and service providers. • To lead a team of technical and non-technical staff in performing preventive maintenance, facilities and building works. • Co-ordinate and supervise work done by contractors and ensure their performance are in conformance with the service level agreements.	• Office Hours • Island Wide

Job Positions	Pre-Requisites	Key Responsibilities	Working Hours / Location
		- Any other instructions issued from time to time by the client or its representatives. - Staff will be offered for a permanent employment contract. - Perform all other duties and tasks as assigned.	
Technicians (Facilities)	2 years of relevant experience.	- Conduct routine inspection on all building services, equipment, and facilities. - Ensure all service providers are performing up to specifications. - Attend to emergency service breakdown and feedback. - Monitor and ensure renovation works. - Report on irregularities. - Update maintenance records and file service sheers of service providers. - Maintain stock list and log of all maintenance parts, equipment.	- Office Hours - Island Wide
Technicians (AV)	2 years of relevant experience.	- Carry out daily preventive and corrective maintenance and comply with safety at work. - Alert Supervisor of any unusual occurrence and or damage that have taken place or may occur at work site. - Attend to all reported/identified faults within the premise. - Any other ad hoc duties assigned.	- Office Hours - Island Wide

Please note that there will be photo-taking/video taking at this event. By participating in this event, you hereby consent to have your photograph/video taken by e2i for the purposes of marketing/promotion/publicity and to be published on media platforms, public or otherwise.