

e2i Built Environment & CBM Pte Ltd Job Fair @HDB HUB K-1002

Together, Potential Meets Opportunities

JOB LISTING BOOKLET



Date: 10 May 2024 (Friday)
Time: 10am to 4pm



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

About e2i (Employment and Employability Institute)

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

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Technician	<p><u>Job Description:</u></p> <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. Regular inspection of grounds and facilities to ensure they are in good working order. Attend to breakdown, servicing, repairing and emergency requests. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> Candidate should possess at least a NTC 3/ NITEC certification in Electrical, Mechanical or Facility Technology. At least 3 years of relevant working experience. Candidate should be trained in troubleshooting of mechanical and electrical of engineering problems. 	<ul style="list-style-type: none"> 5.5 days 44 Hours per week Full time/Permanent Location: 738346
Laundry Attendant	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Responsible for handling towels/linen/uniforms. Ensure that accounting and recording of towels/linen/uniforms are correctly done. Ensure that transferring of towels/linen/uniforms are correctly assigned and placed. To perform quality check at each section and towels/linen/uniforms accordingly. To ensure daily housekeeping are carried out. Any other assigned duties by the company. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> No experience needed. 	<ul style="list-style-type: none"> 6 days 44 Hours per week Full time/Permanent Location: 738068
Plumber	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Install, repair, and maintain pipes, valves, fittings, drainage systems, and fixtures in commercial and residential structures. Respond to, diagnose, and resolve plumbing emergencies. Any other adhoc assignments assigned by the Management. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> At least 3 years plumbing knowledge. 	<ul style="list-style-type: none"> 5.5 days 44 Hours per week Full time/Permanent Location: 738346
Security Officer	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Conduct security monitoring with the use of surveillance systems, detect and report security breach. Administer access control and alarm monitoring systems to manage access into sensitive and restricted area. Respond to security incident and emergencies and report to key Management staff when necessary. Keep vigilance against threats of workplace violence and terrorist activities to ensure personnel safety and security. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> At least 1 year(s) of working experience in the related field is required for this position. First Aid Certificate will be preferred. Possess a valid PLRD license. Must be able to meet the physical requirements of the job which include long hours of patrolling and standing. 	<ul style="list-style-type: none"> 5 or 6 days 44 Hours per week Full time/Permanent Location: 437844

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
CLASS 3 / 4 Driver	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • To perform the logistic support and delivery of laundry to customer (Hotels). • To assist in receiving, picking, loading/unloading of laundry items. • To follow routes and time schedule. • Ensure cleanliness of the vehicle of all times. • Adhere to safety requirements at all times. • Any other adhoc assignments assigned by the Management. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Candidate should be willing to do Delivery Services. • Candidate must possess a Class 3/ 3A/ 4 / 4A driving license. 	<ul style="list-style-type: none"> • 6 days • 44 Hours per week • Full time/Permanent • Location: 738068
Technical Executive	<p><u>Job Description:</u></p> <p>1) Assist and report directly to Building Manager (BM) 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 to develop and implement of Standard Operating Procedures (SOP) as and where necessary. <p>2) Interfacing with the clients:</p> <ul style="list-style-type: none"> • Attend monthly meetings with client & prepares the minutes of the meeting. • Providing updates on adhoc and outstanding issues. • Attending to clients' feedback or requests. • Coordinates the preventive and corrective maintenance works schedule with the contract and client. <p>3) Coordinate and manage projects:</p> <ul style="list-style-type: none"> • Provide costing and proposals for adhoc works/projects. • Evaluate the quotations submitted by contractor and provide a formal quotation to the client. • Inspect works carried out are proper and in satisfaction. • Liaising and managing contractors. <p>4) Leading the onsite technical teams:</p> <ul style="list-style-type: none"> • Provide guidance, training and supervision to technical staffs to ensure proper execution of assigned task. • Planning of maintenance schedule. • Review and planning monthly maintenance schedule. • Oversee all work is carried out timely and smoothly by the staffs. <p>5) Responsible for maintaining proper equipment listing, inspections of the buildings.</p> <ul style="list-style-type: none"> • Report on maintenance issues and critical incidence and to supervise contractor & technician. • Inspect and check on site that works orders have been carried out accordingly and on time agreed. • Carry out preventive and corrective maintenance work. <p>6) Any other adhoc assignments assigned by the Management.</p> <p><u>Job Requirement:</u></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 would be an advantage. 	<ul style="list-style-type: none"> • 5 days • 44 Hours per week • Full time/Permanent • Location: 437844

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Assistant Area Manager	<p><u>Job Description:</u></p> <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 adhoc assignments assigned by the Management. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • At least a Diploma in Facilities Management, Engineering, Estate Management or other relevant qualifications from a recognized institute with minimum 8 years relevant experience. 	<ul style="list-style-type: none"> • 5 days • 44 Hours per week • Full time/Permanent • Location: 437844
Quantity Surveyor	<p><u>Job Description:</u></p> <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 measurement with Contractors (ePO, Final BQ, etc.). • Administer Contractors works check & verify quotations / "star rate" items / market sensing. • Check, certify and confirm Contractors Invoices. • Review and prepare specifications, evaluate, and recommend tender submissions and contract documentation (maintenance contract). • Obtain and monitor Performance Bonds, Bankers Guarantees and insurances. • Prepare tender document, tender calling, tender evaluation, market survey report, contract documents, including bills of quantities with clients/ architects, and preparing and analysing costing in detailed reports. • Prepare tender documents, tender evaluation report, variation agreements and render professional advice on any penalties, liquidated damages when deem 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 adhoc assignments assigned by the Management. <p><u>Job Requirement:</u></p>	<ul style="list-style-type: none"> • 5 days • 40 Hours per week • Full time/Permanent • Location: 437844

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Candidate must possess at least a Diploma in Quantity Survey, Building, Engineering, Construction Management, or other relevant qualifications from a recognised tertiary establishment. • At least 5 years of relevant working experience is required for this position. 	
Customer Service Officer	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Providing customer service and support by assisting callers with queries, feedback, and requests. • Understanding provided information and advising callers on appropriate actions following established Standard Operating Procedures (SOP). • Identifies and executes appropriate solutions to address customer queries, feedback, and requests. • Coordinates and activates 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. • Any other adhoc assignments assigned by the Management. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Minimum GCE 'O' Levels or equivalent qualification. • Preferably 1 year of experience in customer service or Control Centre roles. • Candidates with a Class 3 driving license are preferred for the enforcement project, which involves operating company vehicles. • Strong customer service and communication skills. 	<ul style="list-style-type: none"> • 6 days • 44 Hours per week • Full time/Permanent • Location: 437844