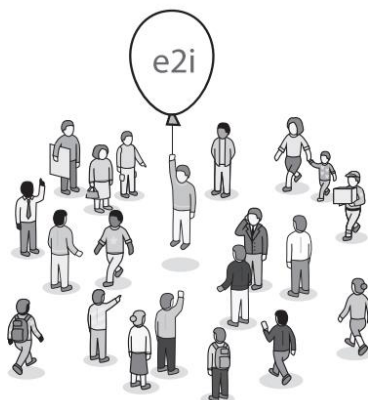


e2i Built Environment & UEMS Solutions Pte Ltd Job Fair @HDB HUB K-1002

Together, Potential Meets Opportunities

JOB LISTING BOOKLET



Date: 8 & 11 May 2024

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
Healthcare Attendant	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Distribute water jugs and cups. • Top up patients' water flask. • Clearing meal trays, cups & cutlery and put inside the food trolleys. • Clearing of patients' teacups and plates after tea break and put in pantry. • Wipe and sanitize each cardiac table after patients' meals / tea break. • Clean sluice room. • Clean up the patient's pantry. • Clear soiled linen, put into bags, tie and send to refuse room. • Distribute clean pajama's and towels for the next day. • Clear rubbish from patient cubicles and staff area (midnight team only). • Any other relevant duties as and when assigned by the Superior. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • NIL 	<ul style="list-style-type: none"> • Working Hours: • 6.45am to 4.15pm or 12.15pm to 9.45pm • Location: Island wide
Linen Attendant	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • 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 rewashing linen. • Maintain proper and accurate inventory linen stock movement record. • Keep the 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. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • NIL 	<ul style="list-style-type: none"> • Working Hours: • 7.30am to 3.30pm 7:30am to 4:30pm • Location: Island wide
Patient Service Associate / Concierge Specialist	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • 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. • Attended patients/ visitors' enquiries and feedback. • Provide wayfinding and wheelchair assistance. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • NIL 	<ul style="list-style-type: none"> • Working Hours: • 7:30am to 5:00pm 8:00 am to 5:30pm 11.30am to 9.00pm • Location: Outram

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Team Leader (Visitor Service Management)	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • 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 the 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]). <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • 2 years of relevant experience. 	<ul style="list-style-type: none"> • Working Hours: 6:30am to 4pm 7:30am to 5pm 10:30am to 8pm 11:30am to 9pm • Location: Outram
Meal Service Associate	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Updating patient's meal requirements in meal ordering system. • Serving of meals (Breakfast, Lunch, Dinner, Tea Break) & collection of meal trays after meal service. • Preparation and serving of beverages. • Serving of adhoc beverages, snacks and supper. • General maintenance and stocking of ward pantry (includes wipe down of ward trolleys). • Gather patient feedback and attend to and resolve patients' feedback on meal related issues. • May be required to conduct beverage preparation in Central Kitchen. • Any other Meal Service Associate related work scope as required. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Able to read, write and communicate in basic English. • Training provided. 	<ul style="list-style-type: none"> • Working Hours: 44 hours/week • Full Time / Permanent • Location: Outram Park