

e2i Built Environment & UEMS Solutions Pte Ltd Job Fair

Together, Potential Meets Opportunities

JOB LISTING BOOKLET



Date: 5 Apr 2024
Time: 10am - 4pm

About e2i (Employment and Employability Institute)

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

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#1 UEMS Solutions Pte Ltd

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Housekeepers	<u>Job Description:</u> - To perform daily housekeeping tasks; changing bed sheets, compound area cleaning, toilet washing, office cleaning, high dusting, surface wiping, floor sweeping and mopping, replenish of consumable items, clearing of rubbish etc. - Attending 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. <u>Job Requirement:</u> - No qualification is needed, training will be provided.	Working Hours: 44 hours/week - Full Time / Permanent Location: Island wide
Porters	<u>Job Description:</u> - 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. <u>Job Requirement:</u> - No minimum qualification required, and training will be provided. - Physically fit for lifting, walking, pushing, etc. - Ability to respect patient confidentiality. - Ability to follow instructions. - Bilingual as to be able to communicate with patients from all walks of life. - To be able to carry out basic tasks on a hand-held device.	Working Hours: 7am to 4pm 8am to 5pm 9am to 6pm 12pm to 9pm 1pm to 10pm 9pm to 6am - Full Time / Permanent Location: Island wide
Healthcare Attendant (Seng Kang)	<u>Job Description:</u> - 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 pajamas 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. <u>Job Requirement:</u> - NIL	Working Hours: 6.45am to 4.15pm or 12.15pm to 9.45pm - Full Time / Permanent Location: Seng Kang
Healthcare Attendant (Novena)	<u>Job Description:</u> - Assisting in sending specimens to labs. - Assisting in sending patients to wards if needed. - Topping up PPE and consumables in screening area. - Assisting in collection of medications.	Working Hours: 7am to 7pm or 7pm to 7am - Full Time / Permanent

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	- Perform any other duties assigned by the department-in-charge. <u>Job Requirement:</u> - NIL	Location: Novena
Linen Attendant	<u>Job Description:</u> - 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. <u>Job Requirement:</u> - NIL	Working Hours: 7.30am to 3.30pm 7:30am to 4:30pm - Full Time / Permanent Location: Alexandra
Patient Service Associate / Concierge Specialist	<u>Job Description:</u> - 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. <u>Job Requirement:</u> - NIL	Working Hours: 7:30am to 5pm 8am to 5:30pm 11.30am to 9pm - Full Time / Permanent Location: Outram Park
Housekeeping Supervisor/ Team Leader	<u>Job Description:</u> - Supervise a team of Housekeepers in carrying out our 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. - Handle feedback and complaints, respond to customer's request promptly. - To escalate to Superior when necessary. - Maintain and ensure that all equipment is 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. <u>Job Requirement:</u> 2 years of relevant experience.	Working Hours: 7am to 4pm 8am to 5pm 9am to 6 pm 12pm to 9pm 1pm to 10pm 9pm to 6am 10pm to 7am - Full Time / Permanent Location: Island Wide

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Team Leader (Visitor Service Management)	<u>Job Description:</u> - 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]). <u>Job Requirement:</u> 2 years of relevant experience.	Working Hours: 6:30am to 4pm 7:30am to 5pm 10:30am to 8pm 11:30am to 9pm - Full Time / Permanent Location: Outram Park
Pantry Attendant	<u>Job Description:</u> - 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. <u>Job Requirement:</u> - NIL	Working Hours: 1pm to 9pm - Full Time / Permanent Location: Jurong East
Steward	<u>Job Description:</u> - 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 cutlery. - 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. <u>Job Requirement:</u> - NIL	Working Hours: 1pm to 9pm - Full Time / Permanent Location: Jurong East
Room Attendant	<u>Job Description:</u> - Performing in daily cleaning of the guest room, common areas, and replenishment of amenities. - Ensuring the cleanliness of the guest rooms and the common area must meet the standard requirement by Management. - To carry out other duties as assigned by the housekeeping supervisor or the Management. - Handle housekeeping requests by guests. - To check and deliver the guest's laundry to the guest room daily. - Able to handle all kinds of chemicals required for cleaning duties.	Working Hours: 8:30am to 4:30pm - Full Time / Permanent Location: Central

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	- Undertake any other ad hoc duties as and when assigned by the superior. <u>Job Requirement:</u> 2 years of relevant experience.	
Public Area Cleaners	<u>Job Description:</u> - Ensure all public restrooms, toilets are cleaned, and amenities are stocked at all times/ - Maintain cleanliness of walls, floors, doors, and table tops as and when necessary, in the lobby area at all times. - Empty and clear trash bins in public areas - Maintain furniture and equipment in a serviceable condition and report any defects immediately to the superior. - Handle all lost and found properties by following the correct procedure. - Carry out any projects and assignments as directed by the Superior. <u>Job Requirement:</u> - NIL	Working Hours: 7am to 4pm 9am to 6 pm 2pm to 11pm 10pm to 7am - Full Time / Permanent Location: Central
High Rise Specialist	<u>Job Description:</u> - To perform external façade and other housekeeping / high rise cleaning works in assigned areas. - To adhere to the established safety standards. - To conduct inspection of equipment being used and to report to the Superior of any equipment that is not in good working condition. - To set up and dismantle equipment and to ensure proper storage at the end of each work shift. - To multi-task and perform any other projects such as project cleaning using machines as and when required. - Any other relevant duties as and when assigned by the Superior. <u>Job Requirement:</u> - NIL	Working Hours: 44 hours/week - Full Time / Permanent Location: Island wide
Meal Service Associate	<u>Job Description:</u> - 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. <u>Job Requirement:</u> - Able to read, write and communicate in basic English. - Training provided.	Working Hours: 44 hours/week - Full Time / Permanent Location: Outram Park