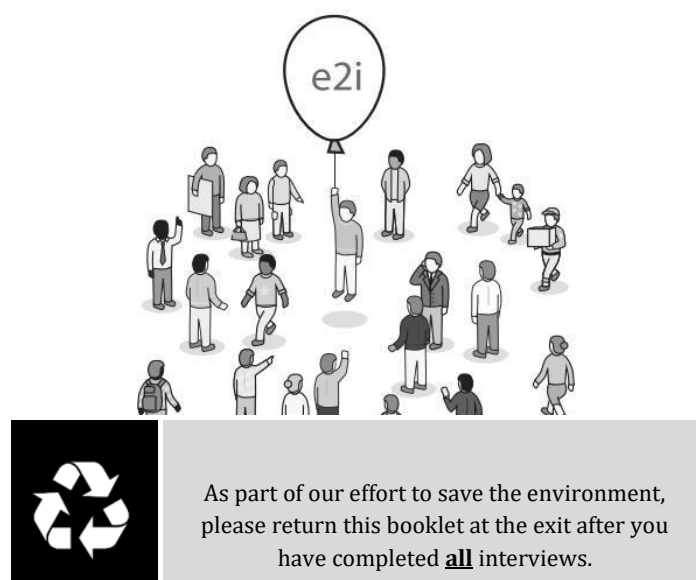


Speed Interviews – All Sectors 11 January 2025 JOB LISTING BOOKLET



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.

Participating Companies

[\[Click on the specific role to view more details\]](#)

#1 BNL Services 5

• Arborist	5
• Business Development Executive.....	5
• Business Development Manager	5
• Cleaning Supervisor.....	6
• Contract and Admin Executive.....	6
• Contract Manger	6
• Crane Driver	7
• Finance Executive.....	7
• Finance Manager.....	7
• Horticulturist	8
• Multi-Skilled Cleaner cum Machine Operator	8
• Operation Executive.....	8
• Operation Manager.....	9
• REL Attendant	9
• REL Driver.....	10
• Stewarding Cleaner	10
• Technical Support Specialist.....	10
• Technology Executive.....	11

#2 Exceltec Property Management 12

• Accounts Officer/ Executive	12
• Administrative Assistant/ Officer	12
• Assistant/ Facilities Manager	12
• Building Technical Officer	13
• Cleaning Crew	13
• Cleaning Supervisor.....	14
• Condominium/ Building Manager (MCST)	14
• Drafter (Project Engineer)	15
• Electrical Engineering - LEW Grade 8	15
• Facilities Engineer (Mechanical/ Electrical).....	16

• Facilities/ Building Manager	17
• IT Systems Engineer	18
• Operations Executive - Environmental Cleaning Services	19
• Property Executive (MCST)	20
• Property Officer (MCST)	21
• Property/ Facilities Executive (FM)	22
• Quantity Surveyor	22
• Senior Fire Safety Manager	23
• Supervisor/ Senior Supervisor (M&E)	24
• Team Manager (MCST)	25
• Technician (Roving)	26
• Technician/ Senior Technician (Electrical/ M&E)	27
• WSH Coordinator	27
#3 Grenadier Press.....	29
• Account Executive/ Account Manager	29
• Carpentry Supervisor	29
• Cleaner	29
• Factory Machine Operator	30
• Factory Operator	30
• Operations Executive	30
• Project Executive/ Project Manager	30
• Storeman	31
#4 Innovatiq Technologies	32
• Business Analyst	32
• Desktop Engineer - L1	32
• DevOps Engineer	33
• Dot Net Core Developer	34
• ICT Executive - School	35
• Junior IT	36
• Network Engineer	36
• Scrum Master	37
#5 SimplifyNext.....	39

- Technology Analyst 39
- Technology Consultant..... 40
- e2i Services 42**

#1 BNL Services

At BNL Services, we offer a comprehensive range of landscape services, designed to beautify and maintain your outdoor spaces with sustainability at the forefront. Our expert team ensures that your green areas remain healthy and vibrant all year round. In addition to this, our cleaning services are tailored to meet both residential and commercial needs, providing high-quality cleaning solutions that leave every space spotless. For building exteriors, we specialize in facade cleaning, maintaining the appearance and structural integrity of your properties.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Arborist	<ul style="list-style-type: none"> Field of study: Horticulture - Diploma required 	<ul style="list-style-type: none"> Arborist is responsible for managing tree care programs for trees and palms, including conducting tree inspections, risk assessments, and recommending solutions for tree health issues. They assist in preparing tree assessment reports to support management decision-making. Passionate about tree protection and conservation, the Arborist enjoys working outdoors and is willing to respond to tree emergencies outside of regular hours. 	<ul style="list-style-type: none"> 9am - 6pm
Business Development Executive	<ul style="list-style-type: none"> Strong understanding of market trends, customer needs, and competitor strategies Prefers Diploma in Customer Service or any business-related field 	<ul style="list-style-type: none"> We are seeking a proactive and results-driven Merchant Development Manager to join our team. In this role, you will be responsible for achieving assigned sales targets, developing and executing strategic plans to expand our merchant network, and driving business growth in alignment with the company's goals 	<ul style="list-style-type: none"> 9am - 6pm 7 Changi South Street 1, Singapore 486781
Business Development Manager	<ul style="list-style-type: none"> Minimally degree in Business Administration, Marketing, Sales, or a related field Experience: Minimum of 5 years of experience in business development, sales, or a related role, preferably in the same or similar industry Problem-Solving & Decision-Making: Ability to assess market 	<ul style="list-style-type: none"> The Business Development Manager (BDM) is responsible for driving the growth of the company by identifying new business opportunities, building relationships, and securing strategic partnerships. The BDM plays a crucial role in expanding the company's market presence, increasing revenue, and enhancing its competitive position. 	<ul style="list-style-type: none"> 9am - 6pm 7 Changi South Street 1, Singapore 486781

Click Here for Table of Content

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	opportunities, analyze customer requirements, and develop strategies to meet those needs	<ul style="list-style-type: none"> This position requires a strong understanding of the industry, market trends, and customer needs, along with excellent sales, negotiation, and strategic planning skills. 	
Cleaning Supervisor	<ul style="list-style-type: none"> Basic Programmes and Qualifications and GCE 'N' Level 	<ul style="list-style-type: none"> The Cleaning Supervisor oversees several project sites and their team of cleaners and cleaning tasks. He/She supervises cleaners to carry out their work. He/She inspects the work area cleaned by cleaners. He/She manages work schedule of cleaners and reallocate work to cover absences. 	<ul style="list-style-type: none"> 7-4pm, 8-5pm, 7.30am-4.30pm
Contract and Admin Executive	<ul style="list-style-type: none"> Minimum GCE 'A' Levels/ Diploma/ Degree in any discipline Proficient in MS Office 	<ul style="list-style-type: none"> Office Management: Oversee day-to-day office operations, ensuring a smooth and efficient work environment. Scheduling & Coordination: Manage calendars, arrange meetings, appointments, and travel arrangements for executives and staff. Document Handling: Maintain and organize company files, documents, and records, both physical and digital. Communication: Handle internal and external communication, including emails, phone calls, and inquiries. Support Staff: Provide administrative support to various departments and team members as needed. 	<ul style="list-style-type: none"> 9am - 6pm 7 Changi South Street 1, Singapore 486781
Contract Manger	<ul style="list-style-type: none"> Minimum 3 - 5 years of experience in contract management, legal, or procurement roles, preferably in relevant industries (construction, supply chain, or services). Legal Knowledge: Understanding of contract law and industry-specific regulations. Experience working with legal teams 	<ul style="list-style-type: none"> The Contract Manager is responsible for overseeing the creation, negotiation, and management of contracts between the organization and clients, suppliers, or other third parties. This role ensures that all contract terms are met, risks are mitigated, and all parties adhere to agreed-upon terms. The Contract Manager plays a 	<ul style="list-style-type: none"> 9am - 6pm 7 Changi South Street 1, Singapore 486781

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	is highly beneficial.	key role in protecting the company's interests, ensuring legal compliance, and facilitating successful contract execution.	
Crane Driver	<ul style="list-style-type: none"> Class 4/5 driving license required Must be able to follow Singapore guideline 	<ul style="list-style-type: none"> The Crane Driver is responsible for the safe and efficient operation of cranes to move heavy materials and equipment at construction sites, shipping docks, or industrial facilities. The operator will ensure that lifting operations are conducted in compliance with safety regulations, proper documentation, and the instructions of site managers. 	<ul style="list-style-type: none"> 7-4pm, 8-5pm, 7.30am-4.30pm
Finance Executive	<ul style="list-style-type: none"> Min Bachelor's degree in finance & accounting Min 2 -3 years of experience in financial reporting Experience in waste management, environmental or related industries 	<ul style="list-style-type: none"> Responsible to assist full sets of accounting, financial management reports, financial audit and generation of Inventory Report Review and Approve Financial Submissions and manage cash flow Responsible for GST, Taxation and Annual Surveys Responsible on compilation of Trader Profit & Loss Manage tracking & reporting from the trading platforms 	<ul style="list-style-type: none"> 9am - 6pm 7 Changi South Street 1, Singapore 486781
Finance Manager	<ul style="list-style-type: none"> Minimum 5-7 years of experience in financial management, with at least 3 years in the waste management, environmental, or related industries Financial Expertise: Proficiency in financial management software and advanced Excel skills Strong knowledge of financial analysis, accounting practices, and cost management 	<ul style="list-style-type: none"> The Finance Manager in the waste and environmental industry is responsible for overseeing financial operations, ensuring accurate reporting, budgeting, forecasting, and compliance with industry regulations. This role requires managing financial strategies to optimize the company's profitability, ensure effective cost management, and support sustainable practices within the environmental sector. The Finance Manager will work closely with senior management to ensure financial decisions align with the company's objectives. 	<ul style="list-style-type: none"> 9am - 6pm 7 Changi South Street 1, Singapore 486781

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Horticulturist	<ul style="list-style-type: none"> Field of study: Horticulture, Diploma required 	<ul style="list-style-type: none"> The Horticulturist handles projects relating to horticultural work. He/She assists the Horticulture [BN1] Manager to devise operational programmes for the development and maintenance of plants. He/She liaise with stakeholders, coordinate work orders with the ground crew and prepare landscape maintenance reports. He/She is expected to have good knowledge of plant species and works with designers to propose plant selection and sustainable design for specified sites. 	<ul style="list-style-type: none"> 9am - 6pm
Multi-Skilled Cleaner cum Machine Operator	<ul style="list-style-type: none"> Field of study: Mechanical Installation and Servicing and GCE 'N' Level 	<ul style="list-style-type: none"> The Multi-Skilled Cleaner cum Machine Operator is responsible for operating a variety of cleaning machinery and equipment to maintain project sites according to client expectations. Trained in the operation of equipment such as ride-on sweepers, ride-on scrubbers, steam cleaners, escalator cleaners, and ride-on pavement sweepers, this role involves performing multiple tasks across various sites. The operator also monitors and ensures that all cleaning equipment is properly maintained and in good working condition. 	<ul style="list-style-type: none"> 7-4pm, 8-5pm, 7.30am-4.30pm
Operation Executive	<ul style="list-style-type: none"> Completed GCE O level/ Diploma in any discipline with at least 2 years' experience in Logistics/ Operations Management, Proficient in Microsoft office application. 	<ul style="list-style-type: none"> Oversee daily deployment of drivers and crews for operations. Conduct site visits and address complaints from the public and clients. Investigate accidents, report incidents, and handle related matters. Provide support during manpower shortages, filling in as driver or crew when needed. 	<ul style="list-style-type: none"> 9am - 6pm 7 Changi South Street 1, Singapore 486781

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Compile and track sector tonnages for reporting. • Audit routes and report on excess refuse. • Supervise vehicle movement and crew adherence to assigned routes. • Assist in managing customer relations and resolving issues. 	
Operation Manager	<ul style="list-style-type: none"> • Bachelor's degree in Engineering, Environmental Science, or a related field. • 5+ years of experience in hazardous waste management operations. • Experience in managing and supervising personnel • Excellent knowledge of local, state, and federal regulations and requirements for hazardous waste handling and disposal. • Demonstrated ability to identify and mitigate risks associated with hazardous waste management. Strong problem-solving skills. • Excellent written and verbal communication skills, including the ability to communicate technical information to non-technical stakeholders. • Experience with budget management and financial analysis. • Strong organizational and project planning skills. • Professional certification in hazardous waste management is a plus. 	<ul style="list-style-type: none"> • This is a full-time on-site role located in Changi for an Operations Manager in Hazardous Waste Management. • The Operations Manager will be responsible for managing and supervising the day-to-day operations of hazardous waste facilities. • The Operations Manager will ensure compliance with all local, state, and federal regulations, manage equipment and personnel, and perform regular inspections of the facility to identify and mitigate risks. 	<ul style="list-style-type: none"> • 9am - 6pm • 7 Changi South Street 1, Singapore 486781
REL Attendant	<ul style="list-style-type: none"> • Class 4 driving license • At least 2 years of relevant working experience in the Waste Management (Environmental Services) • With WSQ Certificate of Transport Waste during 	<ul style="list-style-type: none"> • Driving REL trucks for collecting waste refuse in accordance with the schedule and in a safe, professional, and timely manner. • Filling in service/ delivery order forms. • Performing and recording 	<ul style="list-style-type: none"> • 7-4pm, 8-5pm, 7.30am-4.30pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	Waste Collection will be advantageous	daily checks. <ul style="list-style-type: none"> To send refuse for disposal to incineration plant. Performing and recording minor maintenance tasks such as greasing, fluid top-ups, etc. Washing the truck and cleaning the interior. Other work required to complete waste disposal jobs. 	
REL Driver	<ul style="list-style-type: none"> Class 4 driving license At least 2 years of relevant working experience in the Waste Management (Environmental Services) With WSQ Certificate of Transport Waste during Waste Collection will be advantageous Professional attitude towards driving vehicle Be reliable, punctual and motivated with a strong work ethic 	<ul style="list-style-type: none"> The Regional Engineering Lead (REL) Driver will be responsible for overseeing and supporting regional engineering projects, ensuring that all work is executed according to specifications, safety standards, and schedules. 	<ul style="list-style-type: none"> 7-4pm, 8-5pm, 7.30am-4.30pm
Stewarding Cleaner	<ul style="list-style-type: none"> Strong attention to detail and ability to follow cleaning protocols. Ability to work efficiently and as part of a team. 	<ul style="list-style-type: none"> We are looking for a reliable and detail-oriented Stewarding Cleaner to join our team. In this role, you will be responsible for maintaining cleanliness and hygiene in the kitchen, dining areas, and other back-of-house spaces. You will ensure that all cleaning tasks are completed to the highest standards, contributing to a safe and sanitary environment for staff and guests. 	<ul style="list-style-type: none"> 11am-11pm
Technical Support Specialist	<ul style="list-style-type: none"> Minimum diploma in Information Technology, Computer science, engineering or related field required. Experience: At least 2-3 years of experience in technical support or IT roles, with exposure to a wide range of hardware, software, and networking systems. 	<ul style="list-style-type: none"> The Technical Support Specialist is responsible for providing technical assistance to users and ensuring that systems, software, and hardware operate effectively. This role involves diagnosing and resolving technical issues, providing troubleshooting support, and delivering guidance to both internal teams and external clients. 	<ul style="list-style-type: none"> 9am - 6pm 7 Changi South Street 1, Singapore 486781

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Problem-Solving Skills: Strong diagnostic and troubleshooting abilities to resolve technical issues quickly and efficiently. 	<ul style="list-style-type: none"> The Technical Support Specialist works closely with the IT team to maintain operational continuity and ensure end-users have the technical resources they need to perform their tasks efficiently. 	
Technology Executive	<ul style="list-style-type: none"> Minimum diploma in Information Technology, Computer science, engineering or related field required Experience: 2 - 3 years of experience in IT management, technology implementation, or a similar role, with demonstrated experience in leadership and strategic planning. Technical Expertise: Strong understanding of IT systems, software, hardware, and emerging technologies. Proficiency in systems architecture, network infrastructure, cloud technologies, cybersecurity, and software development. 	<ul style="list-style-type: none"> The Technology Executive is responsible for driving and overseeing the development and implementation of technology strategies and initiatives that align with the company's goals. This role involves managing technology resources, evaluating new technologies, and ensuring that the company's IT infrastructure supports business operations effectively. 	<ul style="list-style-type: none"> 9am - 6pm 7 Changi South Street 1, Singapore 486781

#2 Exceltec Property Management

Exceltec was incorporated in 1997 and is a progressive Property & Facilities Management company in Singapore. The company provides a comprehensive suite of property related advisory and management services, empowered with technology and delivered through great service.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Accounts Officer/ Executive	<ul style="list-style-type: none"> • Candidate must possess at least a Diploma, Advance/ Higher/ Graduate Diploma in Accountancy or equivalent • At least 3-5 years of working experience in the related field is required for this position • Able to multi-task and work under pressure with sometimes tight reporting timelines • Proficient in MS Office, especially Excel and other related IT programs • Willingness to learn with a pleasant disposition • A team player who is meticulous, self-motivated, and independent with a strong sense of responsibility 	<ul style="list-style-type: none"> • Responsible for the full set of accounts of multiple clients and other matters relating to the respective set of accounts • Ensure accounts are closed on time and according to the agreed date for submission to clients for the monthly meeting • Ensure accounting records and treatment comply with SOP and Accounting Standards General billing to be sent to sub-proprietors and relevant parties within the stipulated timeline • Timely update of receipts to send monthly statements and reminders to sub-proprietor within deadlines 	<ul style="list-style-type: none"> • 8:30am - 6pm • 2 Jurong East Street 21, #05-05 IMM Building, Singapore 609601
Administrative Assistant/ Officer	<ul style="list-style-type: none"> • Min GCE 'O' Level 1 to 2 years of admin support experience • Good Customer Service Skills Proficient in MS Excel and Word • Able to multi-task, meticulous and independent Able to start work on short notice 	<ul style="list-style-type: none"> • Provide administrative support in the areas of documentation, data entry, filing, reports for operations • Procurement and issuance of proforma invoice • Negotiation with current and new vendors 	<ul style="list-style-type: none"> • 9am - 6pm, 9am - 1pm • 2 Jurong East Street 21, #05-05 IMM Building, Singapore 609601
Assistant/ Facilities Manager	<ul style="list-style-type: none"> • Relevant bachelor's degree holder in Engineering, Facilities Management, or equivalent • Minimum 3 years of post-degree experience in related Facility Management or equivalent 	<ul style="list-style-type: none"> • Ensure that a building or facility is properly maintained, operated, and managed • Oversee maintenance and repair work Manage operating budgets and resources • Ensure compliance with safety and environmental regulations • Manage staff and contractors • Coordinate with other departments and stakeholders, 	<ul style="list-style-type: none"> • 9am - 6pm, 9am - 1pm • 2 Jurong East Street 21, #05-05 IMM Building, Singapore 609601

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		and plan and implement facility improvements <ul style="list-style-type: none"> • Possess strong organizational and leadership skills • Solid understanding of building systems and maintenance procedures and the ability to manage multiple projects and priorities simultaneously • Experiences in a variety of settings, including office buildings, hospitals, schools, and government buildings, are preferred 	
Building Technical Officer	<ul style="list-style-type: none"> • Diploma; Higher NITEC or NITEC in Mechanical Engineering, Electrical Engineering, Facilities Management, or equivalent • Minimum 3 years' experience in related ACMV, Audio Visual, BMS, Building, Electrical, Mechanical, or equivalent work. General competency in the use of computer • Capable in English writing and reporting 	<ul style="list-style-type: none"> • Review and/or undertake preventive and corrective maintenance to ensure adherence to quality standards and procedures • Lead technical investigation in response to fault calls • Review documentation on procedures and schedules of maintenance works • Track consumable and non-consumable items • Review risk assessments in accordance with regulatory and organisational Workplace Safety and Health (WSH) policies and Quality and Environmental Management System (EMS) standards and their practices • Engage in continuous improvement initiatives to improve time, cost, and quality management • Support the use of the latest smart facilities management trends or technologies 	<ul style="list-style-type: none"> • 9am - 6pm, 9am - 1pm • 2 Jurong East Street 21, #05-05 IMM Building, Singapore 609601
Cleaning Crew	<ul style="list-style-type: none"> • No formal qualification required • Working days - Between 5 to 6 days 	<ul style="list-style-type: none"> • General cleaning duties • Vacuuming, sweeping, and mopping floors of various types • Dusting ceilings, light fittings, countertops, and loose furniture • Scrubbing and sanitizing toilets, sinks and fixtures • Emptying waste bins • Washing and drying windows 	<ul style="list-style-type: none"> • 9am - 6pm, 9am - 1pm • 2 Jurong East Street 21, #05-05 IMM Building, Singapore 609601

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Cleaning Supervisor	<ul style="list-style-type: none"> • 2-year experience in relevant industry will have an added advantage • Good communication skills, both written and spoken • Team player, able to work independently with minimal supervision 	<ul style="list-style-type: none"> • Check equipment condition • Monitor the Service team • Coordinate and liaise with clients at work sites • Facilitate effective communication and engagement at the workplace • Handle complaints and feedback from clients • Handle reassignment of tasks when needed • Identify training needs for all soft-skill staff • Inspect work done daily • Monitor and follow up on compliance with cleaning procedures, workplace safety and tender specifications • Monitor cleaning material stock level and re-order materials, if required • Provide help and guidance to immediate reports. Submit report, if required. • Any other ad hoc duties as and when required 	<ul style="list-style-type: none"> • 9am - 6pm, 9am - 1pm • 2 Jurong East Street 21, #05-05 IMM Building, Singapore 609601
Condominium/ Building Manager (MCST)	<ul style="list-style-type: none"> • 3-5 years' experience in managing condominium/ complex • Preferably possess an Estate Management Diploma and familiarity with BMSMA/ Certificate in Strata Property Management • Strong communication and negotiation skills • Exhibit organizational and leadership skills • Well organize and optimise cost, space, and equipment while working within the budgeted operational costs • Able to handle pressure, multiple tasks, prioritize and manage time effectively • Able to handle all levels of people with a customer service-oriented mindset 	<ul style="list-style-type: none"> • We are looking for a Condominium Manager to manage and upkeep the condominium units and ground maintenance effectively • The incumbent is responsible for preserving the good condition of the infrastructure so that they are safe, maintained, and functioning • Fully responsible for the day-to-day operation of the complex/ building, ensuring all facilities are fully operational at all times • Schedule, coordinate and supervise all maintenance functions to the highest standard expected for the client and the subsidiary proprietors • Plan, coordinate and facilitate council meetings and Annual General meetings • Prepare Minutes of Council Meetings Manage and supervise all maintenance and 	<ul style="list-style-type: none"> • 9am - 6pm, 9am - 1pm • 2 Jurong East Street 21, #05-05 IMM Building, Singapore 609601

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		administrative staff assigned to the complex/building <ul style="list-style-type: none"> • Manage and review all vendor contracts, agreements and insurance 2 months before their expiry and recommend renewal or call for quotation/ tender • Ensure all contract works/ routine servicing is carried out accordingly as specified in their contract's agreement • Maintain continuous contact and communication with vendor contractors, clients and staff 	
Drafter (Project Engineer)	<ul style="list-style-type: none"> • Possess 3 years of proven experience in AutoCAD/ REVIT/ BIM, preferable in mechanical engineering field Possess excellent computer skills in AutoCAD software, BIM and MS Office (Excel, Powerpoint, Word & Project) • Independent, team player with ability to multi-task • Possess strong communication and organization skills 	<ul style="list-style-type: none"> • Prepare CAD drawings, REVIT/ BIM to support customer's project specifications and requirements • Create drawings based on PDF, hand drawn or verbal instructions using AutoCAD to support customers' project requirements • Calculate material requirements and liaise with internal team for accurate and timely material orders • Prepare drawings and compile documentation for project submission 	<ul style="list-style-type: none"> • 9am - 6pm, 9am - 1pm • 2 Jurong East Street 21, #05-05 IMM Building, Singapore 609601
Electrical Engineering - LEW Grade 8	<ul style="list-style-type: none"> • Candidate must possess at least a Diploma in Engineering (Electrical) with more than 5 years of field experience, or ITC/Nitec (Electrical) with more than 8 years field experience related in Electrical maintenance work or Facilities Management • Strong building and M&E knowledge hands-on experiences • Able to work independently and possess good interpersonal skills • Good communication skills both verbal and written • Pro-active, independent, able to work with minimal supervision and perform under pressure 	<ul style="list-style-type: none"> • Manage and lead a team of technical officers, supervisors, technicians and contractors in facility management and operation of assigned buildings/ estates • Plan and execution of corrective or preventive maintenance programme • Implement efficiency improvement on the operational process, innovating and implementing systems improvement on energy conservation • Provide excellent service to meet client expectations • Achieve effective, economic and safe operations of all Electrical Services' equipment and system by the team of technical officers and technicians 	<ul style="list-style-type: none"> • 9am - 6pm, 9am - 1pm • 2 Jurong East Street 21, #05-05 IMM Building, Singapore 609601

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Service orientated mindset • Possess a high level of initiative and integrity • Possess strong leadership quality, good planning and organizing ability • Provide guidance and troubleshoot Electrical Services' faults • To possess a LEW Grade 8 qualification • Has a good safety mindset and displays good WSH behaviour 	<ul style="list-style-type: none"> • Providing feasible solutions and coordinate with owners/ users, consultants, vendors/ contractors on engineering functional requirements and ensure the objectives are achieved • Conduct regular inspection of existing Electrical installation to ensure that all maintenance programmes are implemented effectively in strict compliance with instructions and guidelines • Ensure all works carried out safely and / or in accordance with safety procedures • Support the operation of the projects • Ad-hoc duties as assigned 	
Facilities Engineer (Mechanical/ Electrical)	<ul style="list-style-type: none"> • Minimum a Mechanical Engineering Degree or Electrical Engineering Degree from a recognized tertiary establishment • 5 years of experience in M&E Facilities operations at large-scale development (>50,000 sqm) • Experience in managing M&E upgrading and retrofitting works, installation of new M&E systems, as well as testing & commissioning work with the ability to respond and investigate the cause of system fault and failure for major M&E equipment such as ACMV, Fire Protection systems, HT, LT, ELV, and the BMS System 	<p>The duties of the Facilities Engineer shall include but not be limited to the followings:</p> <ul style="list-style-type: none"> • Review proposed M&E systems design by considering design for maintainability, design for safety and SDC operational needs based on different building types • At the building commissioning stage, attend training sessions and understand the operations of the various M&E systems • To attend the testing & commissioning of each M&E system • Able to perform chiller system fault detection and diagnosis • Conduct physical site surveys using a variety of equipment and tools • Prepare sketches and notes and perform electronic data collection • Coordinate field staff and process field data Interface with C&S engineers, M&E engineers, architects, landscape architects, specialist vendors, and general vendors • Verify the accuracy of data, including measurements and calculations conducted at the Property Research testing and 	<ul style="list-style-type: none"> • 9am - 6pm, 9am - 1pm • 2 Jurong East Street 21, #05-05 IMM Building, Singapore 609601

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>commissioning evidence, including maps, physical evidence, and other records to obtain data needed for building systems and equipment condition appraisal</p> <ul style="list-style-type: none"> • Prepare site documents and present findings to SDC • Preparation of strategic facility management plan for the next five (5) years • Preparation of operation manuals for the FM team • Develop an energy and sustainability framework for the building • Preparation of business continuity plans for the building owner and resilience studies 	
Facilities/ Building Manager	<ul style="list-style-type: none"> • Relevant bachelor's degree holder in Architecture or Engineering or Facilities Management or equivalent • Minimum 2 years of post-degree experience in related Facility Management or equivalent • Preferably Certified Fire Safety Manager by SCDF/ equivalent • LEW7 or LEW8 license will be a plus 	<ul style="list-style-type: none"> • Develop quality standards and procedures for preventive and corrective maintenance works • Formulate plans to improve facility operations and establish incident response procedures • Evaluate the services provided by third parties against contractual terms and scope of work • Maintain trust and rapport with users through consistency in service standards • Evaluate technical reports and progress reports to propose recommendations • Review tender specifications and risks in bidding and evaluate quotations from third-party service providers • Review subcontractor maintenance contracts, Service Level Agreements (SLA) and budget plans Cascades organisational Workplace Safety and Health (WSH) practices and Quality and Environmental Management System (QEMS) standards and sustainability guidelines according to the organisation's green building strategy 	<ul style="list-style-type: none"> • 9am - 6pm, 9am - 1pm • 2 Jurong East Street 21, #05-05 IMM Building, Singapore 609601

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Deploy resources to support operations and identify recruitment needs and areas for technical and business management training and development to ensure the achievement of performance metrics Analyses the viability of proposed continuous improvement initiatives to improve time, cost and quality. Implement the latest smart facilities management trends and technologies 	
IT Systems Engineer	<ul style="list-style-type: none"> Minimally a Diploma in Information Technology, Software/ Computer Engineering, or a related field Knowledge and experience working on 3-tier system architecture, Express NodeJS, ReactJS, and Flutter Familiarity with Amazon AWS services, such as EC2 and RDS Strong problem-solving skills, able to troubleshoot complex technical issues Strong communication skills, able to provide technical support to end-users with different levels of tech savviness 	<ul style="list-style-type: none"> The IT System Engineer will be responsible for managing, maintaining, and enhancing our IT platforms and applications. This role requires a dynamic, resourceful individual with strong IT programming and database management skills. He/she will also need remote and onsite technical support to end-users, addressing hardware, software, and network issue to ensure the IT systems function well System Management and Maintenance <ol style="list-style-type: none"> Maintenance (API/Web/Mobile): <ul style="list-style-type: none"> Regularly update IT platforms and applications to ensure compatibility with the latest operating system versions Enhance performance and optimize existing features Security Patching: <ul style="list-style-type: none"> Apply security patches timely to protect against vulnerabilities Conduct regular security audits and compliance checks Bug Fixes and Troubleshooting <ul style="list-style-type: none"> Identify and resolve system bugs or operational issues Dedicated support for troubleshooting issues 	<ul style="list-style-type: none"> 9am - 6pm, 9am - 1pm 2 Jurong East Street 21, #05-05 IMM Building, Singapore 609601

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>d. Database Management:</p> <ul style="list-style-type: none"> - Perform regular backups of application data to prevent loss - Perform database recovery in case of data loss or corruption <p>e. Restoration of Web/Mobile Application:</p> <ul style="list-style-type: none"> - Restore web and mobile applications in the event of service outage <ul style="list-style-type: none"> • System Enhancement <p>a. Implementation of New Modules or Functionalities:</p> <ul style="list-style-type: none"> - Develop and implement new system modules or functionalities as required <p>b. Code Review, Refactor, and Optimization:</p> <ul style="list-style-type: none"> - Conduct regular code reviews to identify and correct inefficiencies and security issues. - Refactor code to improve functionality and maintainability - Ensure adherence to the latest coding standards for high-quality software 	
Operations Executive - Environmental Cleaning Services	<ul style="list-style-type: none"> • 2 years of experience in the relevant industry will have an added • Good communication skills, both written and spoken • Team player, able to work independently with minimal supervision 	<ul style="list-style-type: none"> • Coordinate, assign and manage day-to-day operational activities • Plan and deliver schedules e.g. utilizing available manpower and equipment etc. • Maintain positive relationships with customers through a positive customer experience • Serve as liaison between customers and departments within the company • Prepare progress report and compile attendance for monthly submission • Prepare schedules for cleaners and schedule for periodic cleaning • Prepare quotation for ad hoc requests from client • Record attendance and job completion forms 	<ul style="list-style-type: none"> • 9am - 6pm, 9am - 1pm • 2 Jurong East Street 21, #05-05 IMM Building, Singapore 609601

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Attend weekly meetings in the office. Experience in writing meetings minutes is a plus 	
Property Executive (MCST)	<ul style="list-style-type: none"> Diploma/WSQ Diploma in real estate management, business administration, or a related field Relevant certifications from institutions like SISV, BCA, or equivalent Experience in property management, particularly in strata-living contexts Familiarity with regulations governing MCSTs, e.g. BMSMA. Competence in property management software and office applications 	<ul style="list-style-type: none"> The Building/Property Executive oversees and enhances the management of residential or commercial properties governed by a strata title. These responsibilities are crucial for the efficient management and operation of the properties under the MCST, contributing to a positive living or working environment for all residents and owners. Strategic Management: Overseeing, developing, and implementing property management strategies to enhance asset value Operational Leadership: Leading the property management team, including Property Officers and other staff, in day-to-day operations Stakeholder Relations: Building and maintaining relationships with key stakeholders, including property owners, tenants, and service providers Financial Oversight: Managing budgets, financial planning, and reporting for the property Contract Administration: Overseeing the negotiation and management of contracts with external vendors Compliance and Risk Management: Ensuring all property operations comply with local regulations and standards and managing risks associated with property management. Ad hoc duties may be required on an as-needed basis. <p>Specific job duties</p> <ul style="list-style-type: none"> In charge of managing, bookings, and maintaining all facilities (swimming pool, spa pool, sauna, gym, squash and tennis courts, playgrounds, putting 	<ul style="list-style-type: none"> 9am - 6pm, 9am - 1pm 2 Jurong East Street 21, #05-05 IMM Building, Singapore 609601

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>green, BBQ pits, function room, games room)</p> <ul style="list-style-type: none"> To plan and organise activities and decorations during major festive seasons, such as Chinese New Year, Hari Raya, Easter, the Moon Cake Festival, National Day, and Christmas. To assist the Condominium/ Complex Manager in the daily operation and administrative works: <ul style="list-style-type: none"> - Updating SP list; - Updating change of address; - Updating master list Defect list and fixing inspection date and closing summary of defect list and appointment dates Inputting of data Handing over of security pass/ carpark label Collection of administrative fee/ renovation fee/ security pass 	
Property Officer (MCST)	<ul style="list-style-type: none"> Diploma in Building/ Facilities Management/ Building Services/ Engineering, or relevant working experience Minimum 2 years of relevant working experience in MCST Good communication skills, both written and spoken Team player, able to work independently with minimal supervision Knowledge in BMSMA will have an added advantage 	<ul style="list-style-type: none"> Manage and maintain the properties in a clean and tenable condition Implement Routine and Preventive Maintenance for the properties Supervise and ensure that all types of routines and ad-hoc repair works routines and ad-hoc repair works undertaken by the term contractors are carried out according to the contract Inspect the properties according to inspection schedule for environmental health, safety concerns and advise rectification method Submit monthly reports on any misuse of properties Attend to all complaints/ feedback, incidents and crisis situations and submit incident report Coordinate, attend meetings and/or inspections and follow-up with Authorities/ Departments and services providers Manage and 	<ul style="list-style-type: none"> 9am - 6pm, 9am - 1pm 2 Jurong East Street 21, #05-05 IMM Building, Singapore 609601

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Maintain the M&E services and equipment in the properties Recommend and seek approval from client for all repair/ replacement works Collate and maintain all utilities and data of the properties Conduct fire safety management according to SCDF requirement (if required) Any other duties assigned by immediate Manager 	
Property/ Facilities Executive (FM)	<ul style="list-style-type: none"> Minimum Diploma in Building or Facilities disciplines from a recognised tertiary establishment (with M&E background is preferred) At least 3 years of relevant working experience 	<p>The duties of the Property Executive shall include but not limited to the following:</p> <ul style="list-style-type: none"> Supervise workers on maintenance matters, service facilities, conservancy work and others Manage the day-to-day permit to work system Manage emergency and ad-hoc repairs, breakdowns, and troubleshooting Provide technical support and attendance where necessary and act as an authorised person Manage and act as the coordination point between the Main Contractor and the client Manage customer service-related issues, ensure proper response and action items with customers (any tenants or members of public) are closed in a timely and professional manner Co-ordinate, manage and monitor all corrective and preventive maintenance programmes Attend to complaints and feedback from tenants Investigate and report tenancy infringements by tenants Assist in all surveys required by the client Attend to any other matter as assigned from time to time 	<ul style="list-style-type: none"> 9am - 6pm, 9am - 1pm 2 Jurong East Street 21, #05-05 IMM Building, Singapore 609601
Quantity Surveyor	<ul style="list-style-type: none"> Degree/Diploma in Building/Quantity Surveying 	<ul style="list-style-type: none"> Responsible for quantity take off and cost estimation 	<ul style="list-style-type: none"> 9am - 6pm, 9am - 1pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Able to work independently • At least 3 years of working experience in building/ quantity surveying experience • Able to work well under pressure and under minimal supervision • Pro-active attitude 	<ul style="list-style-type: none"> • Preparation of tender submission with specific deadline • Source, negotiate and award of contracts to vendors • Responsible for material order processing and cost control • Evaluate and process vendors claims • Prepare progress claims for submission in timely manner • Finalise project accounts with clients and vendors • Any other duties as assigned by Contracts Director/ Manager • Experience in pre & post contract administration Prepare cost submission/ pricing/ quantity take off/ cost evaluation • Be meticulous, analytical with excellent problem-solving skills, proactive, a good team player& able to meet tight deadlines • Able to carry out procurement and cost management process • Source for subcontractors and suppliers 	<ul style="list-style-type: none"> • 2 Jurong East Street 21, #05-05 IMM Building, Singapore 609601
Senior Fire Safety Manager	<ul style="list-style-type: none"> • Other Advanced Diploma/ Post Graduate Diploma qualifications or equivalent Certified SFSM 	<ul style="list-style-type: none"> • To oversee the general fire safety and maintenance of firefighting facilities for the assigned property, as well as the planning and execution of fire emergency procedures for the occupants • To carry out routine inspections to exercise supervision over the maintenance of fire safety measures within the assigned property • To submit the annual report to the Fire Safety Bureau (FSB) for the renewal of fire certificate • To conduct monthly inspections and assist the Employer/Client in developing an effective Fire Safety Management Programme for the assigned property • To assist in the preventive maintenance of all fire protection systems provided in 	<ul style="list-style-type: none"> • 9am - 6pm, 9am - 1pm • 2 Jurong East Street 21, #05-05 IMM Building, Singapore 609601

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>the assigned property is carried out by the vendors or their local agents</p> <ul style="list-style-type: none"> To ensure the occupants' load of any part of any building does not exceed the capacity prescribed under the fire code To check whether any fire hazard condition is found within the assigned property To assist the Employer/Client in complying with all fire safety requirements and providing an emergency plan according to the Fire Safety Act To assist the Employer/Client to ensure at all times that fire safety requirements contained in the fire emergency plan are complied with To prepare and formulate a fire emergency plan for the assigned property and to assist the Employer/Client in organizing fire drill as regulated by the Fire Safety Act in order to ensure that all persons employed in or using the property or part thereof, are familiar with all means of escape in case of fire To assist and train the site staff to co-ordinate and supervise the occupants in the property in firefighting and evacuation in the event of fire or other emergencies To assist the Employer/Client to supervise and control the operation of fire command centre in the event of fire or other emergencies To carry out such other duties as the Commissioner may require under Fire Safety Act 	
Supervisor/ Senior Supervisor (M&E)	<ul style="list-style-type: none"> Higher NITEC or NITEC in Mechanical Engineering, Facilities Management, or equivalent Minimum 3 years of related experience General competency in the use of computer 	<ul style="list-style-type: none"> Perform preventive and corrective maintenance works according to quality standards and procedures Conduct technical investigations in response to fault calls 	<ul style="list-style-type: none"> 9am - 6pm, 9am - 1pm 2 Jurong East Street 21, #05-05 IMM Building,

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Capable of English writing and reporting 	<ul style="list-style-type: none"> Provide summary reports on preventive and corrective maintenance works Comply with regulatory and organisational Workplace Safety and Health (WSH) policies and practices Report accidents, near misses and incidents in accordance with WSH reporting practices Ensure compliance with Quality and Environmental Management System (QEMS) standards and practices, Environmental Sustainability regulations and organisational requirements Engage in continuous improvement initiatives to improve time, cost and quality management Support the use of the latest smart facilities management trends or technologies 	Singapore 609601
Team Manager (MCST)	<ul style="list-style-type: none"> Possess at least Bachelor's Degree in Building/ Estate Management, Facilities Management, or Engineering disciplines with Accredited At least 8 - 12 years of working experience in related field, preferably with both managing agent and asset management experience Knowledge of MCST function and BMSMA an added advantage Good communication, Interpersonal, and Organisation Skills Knowledge of accounting, contracts administration, and statutory requirements Strong analytical skills, meticulous and able to work independently Excellent writing and oral skills Good computer literacy 	<ul style="list-style-type: none"> Lead a Team in HQ, managing multiple projects Responsible to the Division Head for the business result of the team Undertake continued development of the team in accordance with the approved business success plan Source business for the company/ division generally by client contact, networking with other Exceltec (XC) departments as well as general promotion of XC services Undertake training and development of the people within the Team and promote an on-going career path for them within PAM Provide leadership, managerial direction and personal encouragement to all employees within the Team, including guidance on all property management procedures Responsible for the efficacy of complaints management within the Team 	<ul style="list-style-type: none"> 9am - 6pm, 9am - 1pm 2 Jurong East Street 21, #05-05 IMM Building, Singapore 609601

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Able to handle pressure and handle multiple tasks • Candidates with lesser years (less than 8 years) of relevant experience will be considered for (HQ) Assistant Property Manager position 	<ul style="list-style-type: none"> • Liaise with existing building owners on property management performance, including the use of tenant and client surveys 	
Technician (Roving)	<ul style="list-style-type: none"> • Min. Higher Nitec or Diploma in Facilities Management related • Prior experience in the facilities maintenance field with a minimum of 2 or more years' related job experience with basic carpentry, electrical, plumbing and overseeing capital improvement projects • Valid Driving License, own reliable vehicle preferred 	<ul style="list-style-type: none"> • Execute effective and careful evaluation in response to maintenance needs for assigned properties and facilities on locations • Maintain and ensure efficient operation of properties/facilities • Responsible for routine preventive and emergency maintenance, repairs, and upkeep of facility • Excellent Customer Service and good communication skills. • Site-to-Site Travel required • Maintenance and Repairs <ul style="list-style-type: none"> - Perform routine tasks on HVAC, electrical, plumbing, and mechanical systems - Troubleshoot and diagnose equipment and system issues, including appliances where applicable - Execute repairs and replacements while adhering to safety standards • Preventive Maintenance <ul style="list-style-type: none"> - Develop and implement comprehensive maintenance schedules - Conduct regular equipment inspections and address potential issues. • Equipment Operation <ul style="list-style-type: none"> - Monitor critical systems like HVAC, fire detection, and security - Respond promptly to alarms and alerts for safety • Documentation <ul style="list-style-type: none"> - Maintain accurate records of maintenance activities and logs - Create detailed reports on completed tasks 	<ul style="list-style-type: none"> • 8:30am-5pm, 8:30am-1pm • 2 Jurong East Street 21, #05-05 IMM Building, Singapore 609601

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Vendor Management <ul style="list-style-type: none"> - Coordinate with external service providers and evaluate their work • Emergency Response <ul style="list-style-type: none"> - Maintain accurate records of maintenance activities and logs - On-call coverage for emergencies after office hours, weekends, and holidays • Energy Efficiency <ul style="list-style-type: none"> - Identify opportunities for energy-saving initiatives • Health and Safety <ul style="list-style-type: none"> - Adhere to safety guidelines and report hazards promptly 	
Technician/ Senior Technician (Electrical/ M&E)	<ul style="list-style-type: none"> • Higher NITEC or NITEC in Mechanical Engineering, Electrical Engineering, Facilities Management, or equivalent • Min 2-3 years of related experience • General competency in the use of computer • Capable in English writing and reporting 	<ul style="list-style-type: none"> • Perform preventive and corrective maintenance works according to quality standards and procedures • Conduct technical investigations in response to fault calls • Provide summary reports on preventive and corrective maintenance works • Comply with regulatory and organisational Workplace Safety and Health (WSH) policies • Ensure compliance with Quality and Environmental Sustainability regulatory and organisational requirements • Engage in continuous improvement initiatives to improve time, cost and quality management Support the use of the latest smart facilities management trends or technologies 	<ul style="list-style-type: none"> • 9am - 6pm, 9am - 1pm • 2 Jurong East Street 21, #05-05 IMM Building, Singapore 609601
WSH Coordinator	<ul style="list-style-type: none"> • ISO 9001 & 140001, OHSAS 45001 knowledge preferred • Strong knowledge of WSH practices & local WSH statutory regulations • Proficient in Microsoft computer application skills 	<ul style="list-style-type: none"> • Workplace Safety and Health (WSH), perform WSH activities such as risk assessment, safety inspection for office building, and conduct safety briefings • Assist in developing, implementing, monitoring, and reviewing WSH activities, systems, programmes, and databases to ensure it is up to date, in compliance with legal 	<ul style="list-style-type: none"> • 9am - 6pm, 9am - 1pm • 2 Jurong East Street 21, #05-05 IMM Building, Singapore 609601

[Click Here for Table of Content](#)

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>requirements and improve when necessary</p> <ul style="list-style-type: none"> • Fulfilment of the assigned WSH KPIs and provide advice/ guidance to staff, WSH champions, and WSH internal auditors • Handle and be responsible for audits for various QHSE standards: ISO 9001, ISO 14001, and ISO 45001 • Responsible for audit preparation documentation, internal and external audit, inspection matters, and product classification approvals not limited to ISO Management Systems ISO 9001:2015, ISO 14001:2018 bizSAFE, Risk Assessment, Safe Work Procedure (SWP) and Workplace Response, Fire Safety matters and SGSecure • Develop and promote effective environmental management systems in Company per ISO 14001 standards 	

#3 Grenadier Press

Grenadier offers print communications solutions across multiple platforms, from creative design, print production, fabrication and installation, to delivery and fulfillment. We strive to become the most innovative print communications solutions provider in our industry.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Account Executive/ Account Manager	<ul style="list-style-type: none"> • 4 years of sales/ account management experience, preferably in marketing communications, creative or events management industries • Good track record in meeting sales targets by selling to corporate clients • Highly motivated with strong selling, presentation and business analysis skills • Confident disposition, well-groomed with excellent interpersonal communication skills • Candidates with Digital Printing experience, or Large Format printing experience will have an advantage 	<ul style="list-style-type: none"> • Develop new accounts – proactively engage in activities to identify and develop new accounts, converting them into key accounts for the company • Service existing accounts – retain and grow businesses from existing set of clients, building long-term relationships by providing excellent service standards • Be involved in the preparation of quotations, pitches, proposals and presentations to clients • Work with internal departments and external vendors/ channel partners in various projects • Be responsible to achieve sales targets set by the management 	<ul style="list-style-type: none"> • 8.30am to 5.30pm • 79 Tuas Avenue 1, Singapore 639515
Carpentry Supervisor	<ul style="list-style-type: none"> • At least 4 years in carpentry industry • At least 2 years in supervisory position • Highly responsible, able to multi-task • Able to work under pressure and in a fast-paced environment • Excellent coordination skills 	<ul style="list-style-type: none"> • Support Operations Manager to ensure quality and timely completion of carpentry projects • Manage work schedules, assign tasks and perform carpentry tasks to executive projects effectively 	<ul style="list-style-type: none"> • 8.30am to 5.00pm (Mon to Fri), 8.30 am to 12.30pm (Sat) • 79 Tuas Avenue 1, Singapore 639515
Cleaner	<ul style="list-style-type: none"> • Attention to detail • Physical stamina to perform repetitive tasks • Able to work independently and follow schedules 	<ul style="list-style-type: none"> • Responsible for maintaining the cleanliness and appearance of the office and factory premises • Perform various cleaning tasks, such as sweeping, mopping, dusting, vacuuming, sanitising restrooms, emptying trash bins and replenishing supplies, ensuring a hygienic 	<ul style="list-style-type: none"> • 8.00am to 12.00pm (Mon to Sat) • 79 Tuas Avenue 1, Singapore 639515

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		and presentable environment	
Factory Machine Operator	<ul style="list-style-type: none"> Basic understanding of machine mechanics Ability to closely monitor machine operations and identify quality issues Able to stand for extended periods and perform repetitive tasks 	<ul style="list-style-type: none"> Responsible for setting up and adjusting machinery according to production specification Feed raw materials into machines Monitor machine performances and output quality Inspect finished products for defects and inconsistencies Report quality issues to supervisors 	<ul style="list-style-type: none"> 8.30am to 5.00pm (Mon to Fri), 8.30 am to 12.30pm (Sat) 79 Tuas Avenue 1, Singapore 639515
Factory Operator	<ul style="list-style-type: none"> Attention to detail Great teamwork to collaborate with other departments Able to stand for extended periods and perform repetitive tasks 	<ul style="list-style-type: none"> Assemble products using hand tools and equipment. Ensure products meet quality standards and perform quality control checks. Meet production targets while ensuring production processes run smoothly Collaborate with others to meet production deadlines 	<ul style="list-style-type: none"> 8.30am to 5.00pm (Mon to Fri), 8.30 am to 12.30pm (Sat) 79 Tuas Avenue 1, Singapore 639515
Operations Executive	<ul style="list-style-type: none"> At least 2 years of experience in a Large Format or Offset printing company Candidates with working experience in the Logistics industry are also welcome to apply Good organizational skills with eye for detail Customer-oriented Highly responsible, able to multi-task Able to work under pressure and in a fast-paced environment" 	<ul style="list-style-type: none"> Be working in the Offset or Large Format Fabrication and Logistics department and assist the Production Manager Suitable candidates may be posted to Offset Printing Department Coordinate with Project Management and Sales departments to fulfil project requirements Coordinate with external vendors and suppliers to fulfil project requirements Coordinate with Logistics Department to ensure that deliveries are on time 	<ul style="list-style-type: none"> 8.30am to 5.00pm (Mon to Fri), 8.30 am to 12.30pm (Sat) 79 Tuas Avenue 1, Singapore 639515
Project Executive/ Project Manager	<ul style="list-style-type: none"> At least 2 years working experience in Print Communications (Wide Format printing and/or Digital printing and/or Offset printing) industry, or Creative industry Experience in customer service work Excellent coordination skills 	<ul style="list-style-type: none"> Work alongside the Account Managers from the Sales department to serve existing customers Monitor and coordinate with Sales and Production departments, and external vendors to ensure smooth service deliveries and logistics fulfilment Maintain and develop a good 	<ul style="list-style-type: none"> 8.30am to 5.30pm 79 Tuas Avenue 1, Singapore 639515

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Good organisational skills with an eye for details • Excellent communication skills, enjoys interacting with people 	<p>relationship with the customers by providing accurate information and strong support</p> <ul style="list-style-type: none"> • Together with the Account Managers, grow the sales from our existing customers 	
Storeman	<ul style="list-style-type: none"> • At least 2 years of experience in managing store • Able to lift heavy items, stand for long periods and work in a fast-paced environment • Attention to detail to accurately check quantities and identify discrepancies when receiving goods • Good organisational skills to efficiently store and retrieve items in the warehouse • Great teamwork to collaborate with other departments to meet shipping deadlines 	<ul style="list-style-type: none"> • Responsible for receiving, storing and managing inventory in warehouse • Unload deliveries, check goods against orders • Organise and housekeep storage areas • Packing items for dispatch, and maintain accurate stock records 	<ul style="list-style-type: none"> • 8.30am to 5.00pm (Mon to Fri), 8.30 am to 12.30pm (Sat) • 79 Tuas Avenue 1, Singapore 639515

[Click Here for Table of Content](#)

#4 Innovatiq Technologies

At Innovatiq, we believe in the power of innovation to transform businesses and elevate their digital presence. As a premier Information Technology Enabled Service (ITES) provider, we specialize in delivering cutting-edge solutions that drive digital transformation for our clients.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Business Analyst	<ul style="list-style-type: none"> Bachelor's degree in Information Technology, Computer Science, Technical Communication, or a related field At least 3 years of experience as a Technical Writer, Business Analyst, or a related role, with a focus on creating both technical and functional documentation Understanding of software development lifecycle (SDLC) and familiarity with Agile methodologies Ability to grasp complex technical concepts and translate them into easily understandable documents for various audiences Experience with documentation tools such as Confluence, Jira, Excel or similar platforms Knowledge of software systems, APIs, databases, and enterprise architectures Strong organizational and communication skills, with a keen attention to detail Proven ability to manage multiple documentation projects simultaneously and meet tight deadlines 	<ul style="list-style-type: none"> As a Business Analyst/Technical Writer, you will be responsible for creating and maintaining high-quality documentation for both functional and technical aspects of application/ platforms. You will work closely with solution architects, development leads, developers, product managers and other stakeholders to translate complex technical information into clear, concise and structure documentation. Your role will involve ensuring that documentation meets the needs of both technical and non-technical stakeholders, supporting solutioning, integration, ops and app/ platform design discussion. 	<ul style="list-style-type: none"> 9am till 6pm Mountbatten Square, 229 Mountbatten Road, Singapore 398007
Desktop Engineer - L1	<ul style="list-style-type: none"> Singaporeans only Possess a Diploma in IT 	<ul style="list-style-type: none"> Provide end user support for desktop computers, notebooks, 	<ul style="list-style-type: none"> 9am till 6pm

Click Here for Table of Content

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> or equivalent • Possess minimum 2 years of Desktop Support / IT support experience • Proficient with desktop operation systems, MS office, Outlook, desktop, notebook hardware & software • Experience in supporting desktop migration such as Active Directory and Exchange Migration • Familiar with Service Desk operations, incident, service request and change management process • Good interpersonal & communications skills • Resourceful, analytical and good problem-solving skill 	<ul style="list-style-type: none"> printers, applications, basic networking, etc. • Deployment, configuration & troubleshooting on end user issues • Evaluate existing end user computing resources • Work with IT infrastructure team and external vendors to resolve user issue • Perform routine maintenance and upgrades of end user computing resources • Update Desktop Support operations & service desk documentation • Ensure procedures, processes and service level are being followed for any service delivery and operations • Manage and administer the service desk operations including coordination routing of service or change request • Any other duties as assigned 	<ul style="list-style-type: none"> • Mountbatten Square, 229 Mountbatten Road, Singapore 398007
DevOps Engineer	<ul style="list-style-type: none"> • Deep experience as a DevOps or DevSecOps practitioner in a critical Production environment • Deep technical experience in server-side Unix/Linux/PowerShell scripting • Prior working experience installing, configuring, integrating, upgrading and patching CI/CD toolset • Prior experience is customizing JIRA and Setting up confluence spaces • Passionate about cloud infrastructure, CI/CD pipelines and automation • Ability to easily pick up new technologies: you are keen to learn and to expand your knowledge • Customer centricity: you always go above and beyond to deliver a first- 	<ul style="list-style-type: none"> • Coding and developing new DevOps scripts automation with CI/CD pipelines through Jenkins, Cloudbees, Bitbucket, etc. • Supporting and maintaining full stack DevOps toolsets. (Jira, Confluence, Bitbucket, Cloudbees, Jenkins, SonarQube, Nexus IQ, Fortify) • Able to code, script, automate, innovate full DevOps automation capabilities to enhance and elevate automation from manual human tasks • Always able to find ways to automate, develop scripts, innovate new ideas to reduce human work and repetitive tasks • Deep knowledge on DevOps tools API automation capabilities • Troubleshoot, deep dive RCA and fix DevOps platform issues • Supporting DevOps toolsets running on AWS, container 	<ul style="list-style-type: none"> • 9am till 6pm • Mountbatten Square, 229 Mountbatten Road, Singapore 398007

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	class service to your users <ul style="list-style-type: none"> Highly proficient with Linux Systems Administration and network fundamentals (IPv4, TCP, UDP, DNS, HTTP, TLS, routing, load-balancing) Proficient with AWS VPC, EC2, IAM, S3, EKS, EFS Proficient with ELK, Grafana and Ansible Proficient with Terraform, Docker/containers and Kubernetes 	clusters and Kubernetes	
Dot Net Core Developer	<ul style="list-style-type: none"> 5 plus year's development experience and can demonstrate strong understanding of fundamentals of requirements specification, design, coding, and testing of information systems Programming experience in Microservices 5 years' hands on experience in web application development on .NET platform using .NET Core, EF core, Angular, ASP.NET MVC, ASP.NET Web API, WCF, Entity Framework, SQL Server Possesses good skillset in logical deduction in issue isolation and root cause analysis using various toolset e.g., Microsoft Sys internals Suite, F12 developer tools Good working knowledge of Docker, Kafka, Kubernetes and Azure will be advantage Proven & demonstrable 	<ul style="list-style-type: none"> Execute application development deliverables and activities Participate in various phases of the Software Development Life Cycle (SDLC) for IT Projects and to interface with various IT stakeholders such as 3rd party vendor suppliers, business analysts and project managers to perform development activities Documenting the application and database detail design Conducting Peer code reviews Ability to code optimally to ensure the performance of the application is improved Ability to work with the team in need and contribute individually wherever required Ability to understand the requirements and remove any ambiguity by proactively going back to the analyst Adhere to, influence, and advocate internal software design & development standards, processes, and best practices such as but not limited to code re-use, scalability, portability, secure, documentation, etc. Work closely with the 	<ul style="list-style-type: none"> 9am till 6pm Mountbatten Square, 229 Mountbatten Road, Singapore 398007

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>hands-on experience in developing high-availability, multi-tiered and secure web applications</p> <ul style="list-style-type: none"> • Proficient in developing automated unit test scripts • Experienced in using version control systems, TFS and Git • Experienced in deploying components and applications on windows environment – client and server based <p>Technical / Professional Skills</p> <ul style="list-style-type: none"> • NET Core, Microservices, Angular, Docker and Unit Testing • Docker, Kafka, Kubernetes and Azure will be advantage 	<p>Application Development team members and Architects to development code that is aligned to approved design and specifications.</p> <ul style="list-style-type: none"> • Work closely with the Application Development team and QA teams to ensure any defects highlighted in QA or UAT phases are remediated • Adhere to SDLC, and Project Governance internal and regulatory 	
ICT Executive - School	<ul style="list-style-type: none"> • Preferably possess Diploma in Information Technology (or equivalent) • Proficient in spoken & written English & Mother Tongue • Good communication skills, able to give advice on relevant ICT systems and policies • Good team player who enjoys working with staff and students • Positive attitude • Able to work in a fast-paced environment • Willingness to learn • Proficient in ICT systems, software or hardware • Proficient in the setup and operation Audio/ Video systems and their relevant preventive maintenance • Able to troubleshoot system and equipment 	<ul style="list-style-type: none"> • To contribute to the distinctive ethos of the school, as laid down in its Mission statement in all areas of contact and responsibility, in relationships with staff and pupils • To support the HOD/ICT in the management of school-based initiatives • To provide ICT Technical Support and assistance in the school • To support, research and recommend in the procurement of ICT or AV resources and infrastructure for the school • To manage user accounts of administrative portals for operations required by the school, within the constraints of appropriate security, following guidelines stipulated by the Ministry and the school. e.g. Apple School Manager, Mobile Device Management Portals, Google Workspace, Microsoft 365, Adobe Admin Portal, etc. • To perform diagnostic service of 	<ul style="list-style-type: none"> • 9am till 6pm • Mountbatten Square, 229 Mountbatten Road, Singapore 398007

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	faults <ul style="list-style-type: none"> • Must have at least 2 years of experience in similar job scope required for this position • Has experience working in an Apple iPad PDLP school 	computing and AV devices in school <ul style="list-style-type: none"> • To take charge of loans of school equipment and manage insurance with relevant parties when defects arise during warranty period • To maintain and manage the periodic replacement and condemnation of ICT equipment • To support stock-take of ICT assets and stores together with other members of IT Support Team • To man and support all ICT helpdesk requests. e.g. password resets, device loans, device troubleshooting, application installation/deletion and servicing requests • To perform recordings for events, lessons and competitions • To setup/support Audio Visual for events, assembly and meeting • To take charge of AV management and maintenance • To carry out any other duties as assigned by P, VP, HOD/ICT and ICT Manager/Associate 	
Junior IT	<ul style="list-style-type: none"> • With minimum IT Background 	<ul style="list-style-type: none"> • Minimum a degree in Information Technology or equivalent • Minimum 2 years of relevant working and technical IT experience • Good problem solving / troubleshooting skills • Good customer service attitude • Good knowledge of Microsoft Windows Server Operating Systems • Some knowledge of Linux Operating Systems (e.g. RedHat, Ubuntu) • Some knowledge of Networking concepts and topologies • Basic knowledge of Cybersecurity concepts 	<ul style="list-style-type: none"> • 9am till 6pm • Mountbatten Square, 229 Mountbatten Road, Singapore 398007
Network Engineer	<ul style="list-style-type: none"> • Relevant Diploma or Bachelor's Degree in 	<ul style="list-style-type: none"> • Full time Level 2 Network engineer 	<ul style="list-style-type: none"> • 9am till 6pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Computer Engineering (or equivalent) At least 3 years of strong experience with in-depth hands-on experience on network devices such as Cisco Nexus switches, Catalyst switches, ASR Routers, Infoblox, Networking Monitoring Tools, Cisco DNAC, etc. Candidate must have minimum CCNP certification (routing & switching) Strong communications and written skills in English Excellent problem-solving skills in a multi-tasking, fast-paced and complex work environment Good communication skill, positive attitude, team player, resourceful and resolve problems independently At least 3 years supporting a campus network infrastructure 	<ul style="list-style-type: none"> Project technical lead for ICT Projects Support in daily operations on incident management, problem(s) / issue(s) remediation and service(s) restoration. Fulfilling of network (routing & switching, DNS, static IP, etc) service request(s) following the Change Management procedure Create and maintain documentations of network configuration, network diagram, mapping, processes, and service records Manage, track and assessment all of principal advisories on patches on vulnerability and firmware upgrades Planning and applying of devices security patches and firmware upgrades Any other tasks assigned by the Institute 	<ul style="list-style-type: none"> Mountbatten Square, 229 Mountbatten Road, Singapore 398007
Scrum Master	<ul style="list-style-type: none"> Familiarity with software development Excellent knowledge of Scrum techniques and artifacts (such as definition of done, user stories, automated testing, backlog refinement) Good knowledge of other Agile frameworks (Crystal, XP etc.) Strong experience in managing business, IT and senior stakeholders Ability to solve complex problems and resolve conflicts Sound understanding of the technical aspects of 	<ul style="list-style-type: none"> Team Coaching Responsible for managing scope and timeline of projects Coordinate sprints, retrospective meetings and daily stand-ups Ensure squad members have accurate understanding on user stories and acceptance criteria Act as a servant leader fostering self-organization, promote continuous improvement as a core value, inspiring the team to strive for excellence Resolve conflicts and remove obstacles that occur Help teams implement changes effectively Provide guidance to team members in Agile practices 	<ul style="list-style-type: none"> 9am till 6pm Mountbatten Square, 229 Mountbatten Road, Singapore 398007

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>Systems integration in an environment with diverse technologies</p> <ul style="list-style-type: none"> • In-depth understanding of business analysis principles and methodologies, and technological systems • Self-driven, creative and team-oriented person with good interpersonal and communication skills • Strong organizational and leadership skills and ability to influence to gain consensus from multiple stakeholders when required • Working experience in using project management software to track, monitor, and reporting of project progress and producing reports • Proven record in managing external contractors and monitoring and reporting progress • Preferably more than 3 years of relevant experience as a Scrum Master • Scrum master certification will be an added advantage 	<ul style="list-style-type: none"> • Project Delivery • Lead solutioning effort and help define end-to-end solutions to meet the desired business objectives • Work with product owners to handle backlogs and new requests • Elicit and manage the stakeholder's business requirements and translate them into detailed requirements documents, including user stories, use cases, acceptance criteria, and functional specifications • Collaborate with Quality Engineer to develop test plans and review of test cases to ensure comprehensive test coverage based on the business requirements • Understand, manage and mitigate risks to project delivery, data security, and cybersecurity posture 	

#5 SimplifyNext

We are a consulting and technology company, formed by leading consulting practitioners. We are an agile practice that delivers value to our clients at speed, mentors and grooms the next generation of consulting practitioners and technology experts, all while inculcating a culture of creativity and happiness at work. We are based in Singapore and have clients across the ASEAN region.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Technology Analyst	<ul style="list-style-type: none"> • Good Bachelor's Degree preferably in Computer Engineering • Excellent communications and inter-personal skills, and passion to deliver quality work • Candidates without prior experience are welcome to apply • Only Singaporeans or PR 	<ul style="list-style-type: none"> • As a Technology Analyst at SimplifyNext, you will work alongside leading consultants in the industry to solve our clients' biggest challenges and make a positive, lasting impact on their businesses. You will collaborate with talented team members on complex projects, developing a deep understanding of business problems and the ability to solve them using cutting-edge technology. You will have the opportunity to expand your skills and experience, opening new possibilities for your career growth. • We're looking for individuals with a passion for learning and making a positive impact on our clients, business, and society. In this role, you will work on one of the leading Intelligent Automation (IA) platforms to deliver solutions for our clients. IA platforms include capabilities such as Robotic Process Automation (RPA), Process Mining, Process Analytics, Intelligent Document Processing (IDP), Text Analytics, Low-Code Application Development, Conversational AI, etc. • You'll be part of a team delivering end-to-end technology consulting and implementation projects in the above-mentioned areas. <p>Responsibilities would include:</p> <ul style="list-style-type: none"> • Communicate with various subject matter experts (SME) of our clients' businesses to 	<ul style="list-style-type: none"> • 9am to 6pm • 8 Kallang Ave, Aperia Tower 1, #13-05, Singapore 339509

Click Here for Table of Content

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>understand and analyze business problems and pain points</p> <ul style="list-style-type: none"> • Gather and define technical, operational and user requirements, assisting with the conceptual of architecture and technical solutions design that are efficient, resilient, scalable, secure and reusable • Develop and implement solutions on various technology platforms in accordance with SimplifyNext's best practices and code standards • Identify or support the creation of all appropriate use cases/ process scenarios and their expected outcomes that will be used during the delivery lifecycle for the process • Conduct user accepting testing and rollout phase with SME from the businesses to ensure that solution has fulfilled the requirements • Provide support to the businesses in the post-implementation phase 	
Technology Consultant	<ul style="list-style-type: none"> • Bachelor's Degree with 2 to 3 years' experience at a consulting or a technology organization. • Excellent communications and inter-personal skills, and passion to deliver quality work • Proficient in VB.NET and/or C#, with a good understanding of object-oriented programming • Good programming, designing, coding, testing and debugging skills • Strong logical approach and problem-solving skills • Experience in leading either a small project or a workstream in a large 	<ul style="list-style-type: none"> • Robotic Process Automation (RPA) provides a basis for taking on a lot of mundane, repetitive tasks and freeing up time for the employees to focus on more meaningful work, which leads to better productivity, greater innovation and stronger business results. However, it is not enough to continue looking only at the automation of tasks. Businesses are looking to add intelligence to automation technology, where it can start to think like people think and analyze the way people analyze. • As a Consultant with SimplifyNext, you would focus on the next generation of automation and reshape the future of work at the confluence of RPA, artificial intelligence and analytics. You would work on 	<ul style="list-style-type: none"> • 10am to 6pm • 8 Kallang Ave, Aperia Tower 1, #13-05, Singapore 339509

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	project, including client stakeholder	<p>the leading Automation and Low Code platforms, integrate them with AI solutions, and use analytics to gain insights on the underlying processes.</p> <ul style="list-style-type: none"> You'll be part of a team delivering end-to-end technology consulting and implementation projects in the above-mentioned areas. <p>Responsibilities would include:</p> <ul style="list-style-type: none"> Contribute in all phases of SimplifyNext's projects (Plan, Analyze, Design, Build and Test). Communicate with various Subject Matter Experts (SME) from the businesses to define requirements required for the solution design Design, develop, test and deploy solutions and create reusable components/codes that adhere to SimplifyNext's best practices Implement and configure programs, scripts and objects that are efficient, well structured, maintainable and easy to understand in accordance with SimplifyNext's best practices and code standards Identify or support the creation of all appropriate use cases/ process scenarios and their expected outcomes that will be used during the delivery lifecycle for the process Conduct user accepting testing and rollout phases with SME from the businesses and ensuring that solution has fulfilled the requirements. Support existing automations/ processes and implement change requirements Guide and coach junior members on their assigned workstreams 	

e2i Services

e2i Services

- Career Coaching & Job Matching
- SkillsFuture Advice

Meet an e2i Career Coach

For jobseekers who need to speak to a career coach for career advisory and support, they can make an appointment online to meet up with an e2i coach for one-to-one coaching.

<https://e2i.sg/cg-cp123?r=qr>



Discover our Services at a Centre Near You

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

Operating Hours

Mondays: 2:30pm to 5pm
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

📍 Scan here for our other Jobs and Skills Centres around Singapore.



NTUC Job Security Council's Telegram Channels

Be alerted daily on the latest job vacancies from hiring companies. Subscribe to JSC Telegram channels today! If you don't have Telegram, get more info on how to download the app at

<https://telegram.org/>

- Subscribe to **PMET Jobs-Alert**
(e.g. Analyst, Engineers, Executives, Technicians, etc.)
<https://bit.ly/jsc-ja-pmet>



- Subscribe to **Non-PMET Jobs-Alert**
(e.g. Temporary, Part Time Jobs, Operators, Packer Roles, etc.)
<https://bit.ly/jsc-ja-npmet>



Check out our e-Resources for Jobs & Skills

Explore this site to get this information:

- Career Resource kit for Professionals
 - Career Assessment Tool
 - e2i Resume Builder
 - Career Fairs
- and many more.

<https://e2i.sg.crp-yellow?r=q>



Find out the benefits you will enjoy as a NTUC Union Member.
Sign up today!



<https://ntuc.co/4cxkqt4?r=>

