

e2i Built Environment & LS2 Services – Job Fair @HDB HUB K-1002

Together, Potential Meets Opportunities

JOB LISTING BOOKLET



Date: 6 May 2024 (Monday)
Time: 10am to 4pm



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

About e2i (Employment and Employability Institute)

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

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Cleaners	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Perform cleaning in the premises as directed by Senior Supervisor/Supervisor/ARM. • Maintain cleanliness of assigned areas. • Ensure safety measures are adhered to during operation. • Update job and log card record entries. • Handle tools and equipment • Prepare the appropriate tools and equipment for cleaning. • Ensure the appropriate tools and equipment are adequate and in working condition. • Ensure tools and equipment are replenished, reinstated, and maintained. • Handle incidents. • Respond to incidents and emergencies as directed. • Report operational abnormalities to the appropriate person. • Empty waste bins. • Sweep and vacuum floor or carpets of assigned area. • Wash and maintain the cleanliness of bathrooms and toilets. • Wipe tabletops, shelves, and partitions of assigned areas. • Any other duties as assigned. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Immediate hire. • Seniors are welcome. 	<ul style="list-style-type: none"> • 5, 5.5 or 6 days • 7am to 3pm 8am to 5pm 9am to 6pm • Full time or Part time / Permanent • Locations - Island wide
Cleaning Supervisor	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Supervise multiple teams of cleaners in multiple cleaning projects. • Train cleaners and team leaders on service standards and provide help and guidance when necessary. • Assist in planning work schedules and deployment of manpower. • Monitor and follow up on compliance with cleaning procedures, workplace safety and tender specifications. • Implement operation plans to improve work processes and service quality. • Interact and handle complaints and feedback and build relationships with customers. • Check cleaning equipment condition. • Monitor cleaning material stock level and re-order materials when needed. • Solve operational problems and make decisions. • Submit daily cleaning report. • Facilitate effective communication and engagement at the workplace. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Experience needed. • Immediate hire. 	<ul style="list-style-type: none"> • 6 days • Flexible working hours • Full time/ Permanent • Locations - Island wide