

# Talent Link

## *Partnering You in Your Job Placement*

### Instructions:

To apply for these jobs, please ensure you:

1. Sign up for the [Job Referral Event here](#)
2. Upload your resume on [your e2i Profile](#)
3. Indicate [which jobs you want to apply for in this form](#) **by 31 December**

### 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](http://www.e2i.com.sg)

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## #1 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.

We develop sustainable property and facilities management solutions that create value. Our capabilities are technology-empowered and people-driven, enabling the potential of people, spaces and environment.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Property/ Facilities Executive (FM)	<p><b>Key Responsibilities</b></p> <p>The duties of the Property Executive shall include but not limited to the following:</p> <ul style="list-style-type: none"> <li>• Supervise workers on maintenance matters, service facilities, conservancy work and others</li> <li>• Manage the day-to-day permit to work system</li> <li>• Manage emergency and ad-hoc repairs, breakdowns, and troubleshooting</li> <li>• Provide technical support and attendance where necessary and act as an authorised person</li> <li>• Manage and act as the coordination point between the Main Contractor and the client</li> <li>• 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</li> <li>• Co-ordinate, manage and monitor all corrective and preventive maintenance programmes</li> <li>• Attend to complaints and feedback from tenants</li> <li>• Investigate and report tenancy infringements by tenants</li> <li>• Assist in all surveys required by the client</li> <li>• Attend to any other matter as assigned from time to time</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Diploma in Mechanical Engineering or Electrical Engineering</li> <li>• Minimum 3 years of relevant working experience</li> </ul>	<p>Working Hours: 9am - 6pm</p> <p>Location: 2 Jurong East Street 21 #05-05 IMM Building Singapore 609601</p>

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## #2 Immigration and Checkpoints Authority (ICA)

The Immigration & Checkpoints Authority (ICA) is responsible for securing Singapore's borders against the entry of undesirable people and cargo through land, air and sea checkpoints.

ICA also administers immigration and registration services, such as issuing passports and Identity Cards to Singapore citizens, and immigration passes and permits to foreigners. As a security agency, we enforce laws and regulations relating to immigration and registration. We are a member of the Home Team under the Ministry of Home Affairs.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
ICA Inspector	<p><b>Key Responsibilities</b></p> <p>As an ICA Inspector, you are part of the Home Team in safeguarding Singapore's safety and security. You are responsible for enforcing laws, regulations, and managing various ICA operations at the Commands and work units. You take the lead in securing our borders against any threats and keeping Singapore safe.</p> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• A degree in any discipline</li> <li>• Be physically fit</li> <li>• Normal colour vision</li> <li>• Singapore citizenship</li> </ul>	<p>Working Hours: Shift Hours</p> <p>Location: 10 Kallang Road, Singapore 208718</p>
ICA Sergeant	<p><b>Key Responsibilities</b></p> <p>As an ICA Sergeant, you are part of the Home Team in safeguarding Singapore's safety and security. You are responsible for ensuring legitimate and lawful movement of people, goods and conveyances through our borders, and may be involved in operations and investigations into immigration offences. You play a critical role in securing our borders against any threats and keeping Singapore safe.</p> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Poly Diploma / GCE / Nitec</li> <li>• Be physically fit</li> <li>• Normal colour vision</li> <li>• Singapore citizenship</li> </ul>	<p>Working Hours: Shift Hours</p> <p>Location: 10 Kallang Road, Singapore 208718</p>

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### #3 ITCAN

ITCAN is a leading Technology service and solutions company headquartered in Singapore that helps its client and partners in implementing intelligent solutions to resolve business and operational issues.

ITCAN provides technical consulting services, project and systems management and technical support through planning and carrying out technology transitions and providing an extensive range of other value-added services

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Desktop Engineer (DSTA)	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Perform Desktop Support services to end users</li> <li>• This includes receiving, prioritizing, documenting and actively resolving end user help requests and escalating incidents when necessary to maintain customer satisfaction and SLA expectations</li> <li>• Perform imaging/re-imaging</li> <li>• Perform asset inventories</li> <li>• Perform technical escalation to 3rd party vendor or resolver groups (where appropriate)</li> <li>• Update Incident records</li> <li>• Create and update work instructions (where necessary)</li> <li>• Document standards and procedures (where necessary)</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Min Diploma Singaporean CAT 1</li> <li>• Min 1 year experience in Desktop</li> <li>• Must be ITIL certified</li> </ul>	<p>Working Hours: Normal shift</p> <p>Location: 30 Cecil Street Prudential Tower, #18-08 Singapore 049712</p>
EUC Consultant	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• The EUC Consultant collaborates with teams, drives process improvements, and communicates effectively with stakeholders</li> <li>• Their expertise in desktop support and leadership skills contribute to the team's success in delivering high-quality service and identifying the opportunity to improve users' experience</li> <li>• You will also be the "go-to" person in the team with a holistic approach towards the improvement of users' service experience and processes</li> <li>• Work with a team, providing improvement plans, processes, and analyzing trends</li> <li>• Serve as the primary point of contact for escalated service recovery issues and complex problem resolution</li> <li>• Develop and maintain SOPs and documentation</li> <li>• Collaborate with other teams and stakeholders to ensure seamless integration and alignment of support services</li> <li>• Devise all-rounded solutions and initiatives with users' experience in mind</li> </ul>	<p>Working Hours: Normal shift</p> <p>Location: 30 Cecil Street Prudential Tower, #18-08 Singapore 049712</p>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Monitor and report on Service Level Agreement related to customer satisfaction</li> <li>• Conduct regular team meetings to communicate updates, provide training and knowledge sharing, and foster a positive team culture</li> <li>• Stay up to date with industry trends, emerging technologies, and best practices in desktop support and service management</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Min. ITE/Diploma graduate with 5 years' experience in desktop support</li> <li>• Min 5 years' experience in Microsoft Windows 10 and Microsoft Office 365</li> <li>• Clear Spoken &amp; Written English</li> <li>• Possess at least one (1) of the following certifications or their equivalent:             <ul style="list-style-type: none"> <li>- Microsoft 365 Certified: Modern Desktop Administrator Associate</li> <li>- Microsoft Certified: Azure Administrator Associate; and</li> <li>- Microsoft Certified: Azure Security Engineer Associate</li> </ul> </li> <li>• Previous IT helpdesk and/or call centre support experience, including providing remote support via the telephone or using remote tool will be added advantages</li> <li>• Demonstrate knowledge in the support of workstations, and related components</li> <li>• Good verbal and written communication skills</li> <li>• Good coordination skills</li> <li>• Ability to prioritize effectively and work with a sense of urgency</li> <li>• Effectively communicates with teammates and managers</li> </ul>	

## #4 JP Nelson Equipment

The company was incorporated in 1992, the business was segregated into two core activities of industrial equipment leasing and sales to focus on their respective markets and capitalize on the growth for industrial equipment in the Asian regions. Since then, JP Nelson strength has increased to more than 200 staff occupying total premises of 44,513 sq.m. to support the business growth.

We specialize in new, reconditioned and used industrial equipment, selling and leasing to end customers, equipment dealers and international network of auction houses. We also provide support services such as repairs and supply of parts. The range of products we supply include generators, vibratory hammers, air-compressors, welding sets, excavators, loaders, cranes, pneumatic breakers, boom lifts and other infrastructure and construction equipment.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Sales Executive	<p><b>Key Responsibilities</b> Responsible for sales and business development activities. This includes:</p> <ul style="list-style-type: none"> <li>• Handling of sales calls, develop and execute sales strategies to build and maintain a robust sales order, achieve sales, and gross profit targets</li> <li>• Interact extensively with all existing and potential customers in identifying customer needs, develop new markets</li> <li>• Attend to sales enquiries, quotations, tender bids, securing orders, arranging equipment delivery and other duties relating to sales transaction</li> <li>• Support market intelligence by gathering information on customers, prospects, competitors, new entrants, price, market situation and trends in the various segments, influence groups &amp; stakeholders, service offering and substitutes</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Possess own car</li> <li>• Preferably verse in mechanical or electrical engineering</li> <li>• Adaptable, problem-solving and analytical</li> <li>• Good negotiation skills</li> <li>• Preferably has past experiences in built environment, marine or oil and gas industries</li> </ul>	<p>Working Hours: 8am to 5pm</p> <p>Location: 28 Benoi Road, Singapore 629899</p>

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**#5 NCS**

NCS's mission is to bring people together and harness technology to advance communities. As a leading technology services firm, operating across Asia Pacific in over 20 cities, our diverse 12,000-strong workforce delivers large-scale, mission-critical projects for governments and enterprises locally and regionally. Our NEXT capabilities of digital, cloud, platforms as well as our core offerings in Applications, Infrastructure, Engineering, and Cyber Security provide end-to-end technology solutions and services to our clients.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Desktop Engineer	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Perform End User Support – Client Management</li> <li>• Perform troubleshooting for client platform related problems</li> <li>• Respond promptly to incident, investigate &amp; provide temporary &amp;/or permanent resolution of incidents escalated. Provide timely status updates to relevant parties.</li> <li>• Perform service requests related to client platforms</li> <li>• Monitor the agreed service level, document &amp; maintain the configuration of the systems; provide regular reporting to relevant parties</li> <li>• Involve in client platform implementation/upgrade project</li> <li>• Perform follow-up with vendor on replacement of hardware</li> <li>• Perform asset management &amp; update asset records</li> <li>• Perform user account management (eg. Create password, reset &amp; delete)</li> <li>• Perform local server administration to facilitate software distribution &amp; patch management service</li> <li>• Manage client platform implementation/ upgrade project</li> <li>• Ensure deliverables meet service level requirements. Propose and implement action plans when required.</li> <li>• Established facility management standards/ best practices to ensure operation consistency across project / facility management teams</li> <li>• Submit progress reports</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• NITEC / Higher NITEC</li> </ul>	<p>Working Hours: Office hours</p> <p>Location: 5 Ang Mo Kio Street 62, Singapore 569141</p>

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## #6 OneCare Plus

HMI OneCare Clinic, formerly known as OneCare Medical, was founded by a group of experienced doctors with a common aim - to provide Preventative, Accessible and Professional healthcare to our patients and their families.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Clinic Assistant	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Handle front desk works including answering phone calls, registration of patients, dispensing of drugs and collection of payment</li> <li>• Provide Administrative support and scheduling appointments for patients</li> <li>• Assist Doctors with minor procedures when required (e.g.: Swabbing, ECG, etc.)</li> <li>• Maintain clinic's cleanliness and hygiene at all times</li> <li>• Assist in maintaining and restocking inventory/supplies</li> <li>• Any other ad-hoc duties as assigned</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Able to commit shift (AM: 8am to 10pm), weekend and public holiday</li> <li>• Able to cope with fast-paced environment</li> <li>• Possess strong communication skills, Well-organized and proactive</li> <li>• Computer savvy</li> <li>• Able to commence work immediately or within short notice</li> <li>• Training will be provided</li> </ul>	<p>Working Hours: Shift - 8am to 10pm</p> <p>Location: Jurong East Street 21, #03-191, IMM Building, Singapore 609601</p>

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## #7 PlayFACTO School

Established in 2015, PlayFACTO School stands as a premier education centre, offering student care services and children's enrichment programmes

At PlayFACTO School, we go beyond teaching; we cultivate strong values and meaningful connections. Our goal is to make a profound difference in each child's life. With our positive education framework and holistic curriculum, we provide children with a solid foundation of knowledge and a diverse set of skills to navigate and question the world around them. Our exceptional educators are chosen for their passion and innovation in education.

By offering authentic, real-world learning experiences, we prepare our students for the future, empowering them to become adept thinkers, innovators, and problem solvers.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Student Care Teacher/ Senior Teacher	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Facilitate character development initiatives and interactive activities for students with the use of in-house materials</li> <li>Supervision primary school children (primary 1 to 6) to ensure completion of daily homework</li> <li>Provide emotional support, conflict resolution, and positive reinforcement</li> <li>Ensure safety and timely transfer of children from school to student centre</li> <li>Regular liaison with parents and guardians regarding children's progress and behavior</li> <li>Administrative work (sales, collection of fees, and collection of forms) and upkeep of centre premises</li> <li>Any other ad-hoc duties as delegated by Centre Head</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Happy individuals who can inspire and guide students with patience and positivity</li> <li>Prior working experience in a relevant role, preferably at the primary level</li> <li>Demonstrates exceptional work ethics and maintains high integrity</li> <li>Displays a positive attitude when encountering challenges</li> <li>Deep passion for working with children and fostering their love for the learning process</li> </ul>	<p>Working Hours: 10am - 7pm</p> <p>Location: Island-wide</p>

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## #8 Rhodo International Strata Management Services

Established since 1994, Rhodo was formed by a group of professionals from diverse background; a builder, a banker, an estate management specialist, and an accountant, which all of whom, share the same mission in delivering quality and professional customer-centric services, through their various expertise.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Property Executive	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Compile all data on technical installations and operations</li> <li>• Updating of Term Contractors listing and contact numbers</li> <li>• Monitoring &amp; updating of cleaning duties and preparation of roster for cleaners</li> <li>• Ensure that all contracts for cleaning, maintenance, security, mechanical services, etc are complied with and supervised as necessary and renewed on a timely basis</li> <li>• Ensure that occupants comply with terms of their leases and such by-laws as are relevant</li> <li>• Supervise all building maintenance and recommend repairs and maintenance to the Organization as required</li> <li>• Examine and supervise alterations and improvements made by occupants that may impact on the building as a whole</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Diploma in Building Management/ Facilities Management/ Real Estate Management or equivalent</li> <li>• Knowledge of Building Maintenance &amp; Strata Management Act is an added advantage</li> </ul>	<p>Working Hours: 9am-5:30pm, 9am - 12:30pm</p> <p>Location: 531 Upper Cross Street #03-52 Hong Lim Complex Singapore 050531</p>

## #9 Rhodo Property & Estate Management Services

Rhodo Property & Estate Management Services Pte Ltd is an Estate Management Company established in 1994 by a group of professionals. Striving to preserve and increase the value of the properties managed by them over time, they share the same mission in delivering quality and professional Property & Strata Management and Integrated Facilities Management.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Property Executive	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Compile all data on technical installations and operations</li> <li>• Updating of Term Contractors listing and contact numbers</li> <li>• Monitoring &amp; updating of cleaning duties and preparation of roster for cleaners</li> <li>• Ensure that all contracts for cleaning, maintenance, security, mechanical services, etc are complied with and supervised as necessary and renewed on a timely basis</li> <li>• Ensure that occupants comply with terms of their leases and such by-laws as are relevant</li> <li>• Supervise all building maintenance and recommend repairs and maintenance to the Organization as required</li> <li>• Examine and supervise alterations and improvements made by occupants that may impact on the building as a whole</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Diploma in Building Management/ Facilities Management/ Real Estate Management or equivalent</li> <li>• Knowledge of Building Maintenance &amp; Strata Management Act is an added advantage</li> </ul>	<p>Working Hours: Office hours</p> <p>Location: Island-wide</p>

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## #10 SMRT Corporation

SMRT Corporation Ltd (SMRT) is a public transport services provider. Our primary business is to manage and operate train services on the North-South Line, the East-West Line, the Circle Line, the new Thomson East-Coast Line and the Bukit Panjang Light Rail Transit. This is complemented by our bus, taxi and private hire vehicle services.

SMRT Trains Ltd was incorporated in 1987 and operates Singapore's first mass rapid transit system. With over 5,000 employees, more than 250 trains, and 141 km of rail tracks across 108 stations, we serve millions of commuters daily.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Assistant Station Manager	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Monitor and perform first level of maintenance for AFC equipment such as fare gates and ticketing machines</li> <li>• Operate or man the train so as to provide quick response towards train faults and alarms, while ensuring that any delays are kept to the minimal</li> <li>• Assist passengers in fare-related enquiries such as purchasing of tickets, ticketing problems, giving directions, enquiries on fares, etc.</li> <li>• Manage and report all incidents and emergency situations relating to:               <ol style="list-style-type: none"> <li>a. Staff and passenger (e.g. accident, assault, molest, etc.)</li> <li>b. Trains (e.g. alarms, faults and manning of trains)</li> <li>c. Passenger Service Centre (take local control of MFT functions due to failure of signaling equipment, responding to alarms/defects),</li> <li>d. Stations (e.g. crowd control, fire, bomb hoax, flooding, etc.)</li> </ol> </li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• NITEC / Higher NITEC in any discipline (Engineering disciplines will have added advantage)</li> </ul>	<p>Working Hours: Rotating Shift</p> <p>Location: 2 Tanjong Katong Road #08-01, Paya Lebar Quarter 3 Singapore 437161</p>

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## #11 e2i Services

### 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.com.sg/app>



#### You can also reach them at the following centres (By appointment only):

<p><b>e2i Career Centre (DNI)</b> Devan Nair Institute for Employment and Employability 80 Jurong East St 21 Level 2 Singapore 609607</p>	<p><b>Operating Hours</b> Mondays: 2:30pm to 5pm Tuesdays to Fridays: 9am to 5pm Saturdays: 9am to 1pm Sundays &amp; Public Holidays: Closed</p>	<p><b>Nearest MRT</b> East-West Line (Green Line) North-South Line (Red Line) Station Name: Jurong East</p>
<p><b>e2i Career Centre (OMB)</b> One Marina Boulevard 1 Marina Boulevard #B1-03 Singapore 018989</p>	<p><b>Operating Hours</b> Mondays: 2:30pm to 5pm Tuesdays to Fridays: 9am to 5pm Saturdays: 9am to 1pm Sundays &amp; Public Holidays: Closed</p>	<p><b>Nearest MRT</b> East-West Line (Green Line) North-South Line (Red Line) Station Name: Raffles Place Downtown Line (Blue Line) Station Name: Downtown</p>
<p><b>e2i Career Centre (OTH)</b> ServiceSG Centre Our Tampines Hub 1 Tampines Walk #01-21 Singapore 528523</p>	<p><b>Operating Hours</b> Mondays: 2:30pm to 5pm Tuesdays to Fridays: 9am to 5pm Saturdays: 9am to 1pm Sundays &amp; Public Holidays: Closed</p>	<p><b>Nearest MRT</b> East-West Line (Green Line) Downtown Line (Blue Line) Station Name: Tampines</p>

## NTUC Job Security Council's Telegram Channels

Be alerted daily on the latest job vacancies from hiring companies

- 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>

