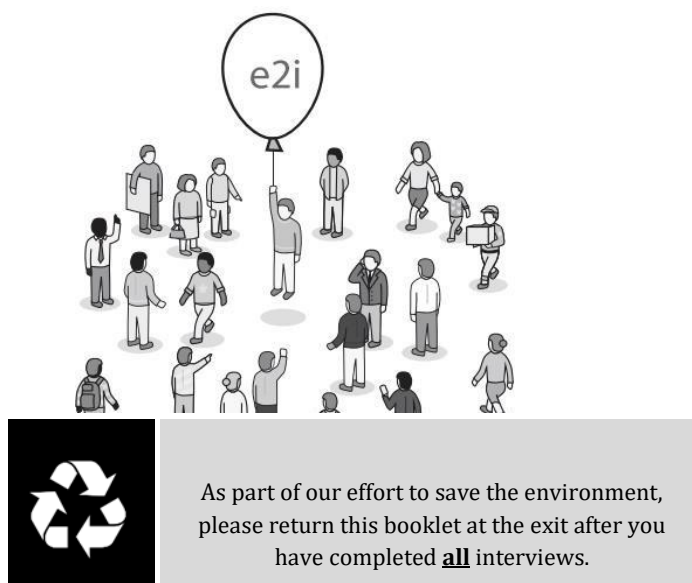


Built for Growth: Explore Careers in the Built Environment @ Choa Chu Kang, Lot One [21 Choa Chu Kang Ave 4, S(689812)]

**Date: 6 November 2025
Time: 11am to 7pm**



About e2i (Employment and Employability Institute)

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

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#1 Aetos Holding Pte Ltd

Our purpose drives us to do what we do best every day – leveraging our security expertise and decades of know-how to protect and keep our clients, communities, and the people around us safe from harm. We go beyond expectations to secure our future - turning belief into positive impact by building a diverse workforce, harnessing innovative technologies and going further with our partners with a collaborative mindset.

Job Positions	Job Description / Job Requirement	Working Hours / Location
Auxiliary Police Officers (Armed)	Job Description: - Attend to security enquiries in the premises. - Conduct armed security patrol in the premises. - Consolidate incident reports. - Perform armed access control and security screenings. - Perform armed security surveillance at the command Centre. Job Requirement: - At least 3 GCE 'N' / 'O' Levels / NITEC or WPLN SOA 5 and above for all 5 modules (Writing, Speaking, Reading, Listening and Numeracy).	- Full time/Permanent - Rotational day or night shifts - Location: Island wide
Auxiliary Police Officers (Enforcement) (Unarmed)	Job Description: - Attend to security enquiries in the premises. - Conduct armed security patrol in the premises. - Consolidate incident reports. - Perform crowd control in public areas and manage traffic on the roads. - Perform law enforcement duties. - Provide quick responses to incidents and emergencies. Job Requirement: - At least 3 GCE 'N' / 'O' Levels / NITEC or WPLN SOA 5 and above for all 5 modules (Writing, Speaking, Reading, Listening and Numeracy). - Physically fit with normal color vision and no hearing defects. - Able to work shift duties (Including extended shift, weekends & public holidays).	- Full time/Permanent - Rotational day or night shifts - Location: Island wide
Command Centre Operator	Job Description: - Perform monitoring, analysis and escalation of real-time operation events. - Monitor attendance records of all AETOS employees and provide detailed reports to management. - Monitor security access control points and basic administration of clearance for persons and vehicles into the system. - Monitor various alarm alerts, activation of response team and prepare basic reports upon completion of operation. - Monitor of video analytics CCTV and response in accordance with procedures. - Perform inbound and outbound calls - Managing and resolving client's enquiries - Any other duties/jobs assigned by supervisor.	- Full time/Permanent - Rotational day or night shifts - Location: AETOS HQ

Job Positions	Job Description / Job Requirement	Working Hours / Location
	<u>Job Requirement:</u> • Candidate must possess at least GCE N/ O level. • Proficient in Microsoft Office (Word, Excel, Outlook). • Able to work 12 hours shift including weekends or Public Holiday (depending on roster). • Relevant training will be provided.	
Security Officer / Senior Security Officer (Unarmed)	<u>Job Description:</u> • Manning of static/access control points. • Checking of passes and other documents at static/access points. • Screening and checking of all personnel and vehicles entering and exiting the premises. • Patrolling and guarding client's personnel and properties. • Operating metal/explosive detectors/x-ray machines at checkpoints. • Issuing of visitor/contractor pass in exchange for their identification cards. • Attending to alarm activation. • CCTV Monitoring. • Responding to incidents such as unattended bags, etc. • Maintaining records of all incidents. • Checking boarding, staff, and valid entry passes. <u>Job Requirement:</u> • Minimum Secondary 2 and above. • No colour blindness or hearing defects. • Able to work shift duties (Including extended shift, weekends & public holidays). • Proficient in spoken and written Englis. Additional requirements for Part-Time. • Must be a trained security officer with a valid PLRD License. • Able to work shift duties (Including extended shift, weekends & public holidays).	• Full time/Permanent • Rotational day or night shifts • Location: Island wide

#2 Exceltec Property Management Pte Ltd

Exceltec Property Management, incorporated in 1997, is an established property and facilities management company providing one-stop property solutions in Singapore. These solutions cater to commercial, retail and industrial sectors and include core services such as property and asset management and integrated facilities management. Over the years, our company has shot up its ranking in the SME 1000. The ranking helps in credibility building, raising visibility, benchmarking, and employee motivation. Today, Exceltec is a dynamic firm that prides itself on its customer-centric and innovative approach to problems. The Company's strong ability to constantly innovate and adapt to tackle any curve ball that comes its way has enabled it to thrive.

Job Positions	Job Description / Job Requirement	Working Hours / Location
Accounts Officer/Executive	Job Description: - 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. Job Requirement: - 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.	5 days 8:30am-6pm (Mon to Fri) - Full time/ Permanent - Location: 609601
Assistant/Facilities Manager	Job Description: - 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, and plan and implement facility improvements. - 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. Job Requirement: - Relevant bachelor's degree holder in Electrical/Mechanical Engineering, or equivalent - Minimum 3 years of experience in related field or equivalent.	5.5 days 9am-6pm (Mon to Fri) 9am-1pm (Sat) - Full time/ Permanent - Location: 609601

Job Positions	Job Description / Job Requirement	Working Hours / Location
Building Technical Officer	<u>Job Description:</u> - 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 organizational. - 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. <u>Job Requirement:</u> - 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 competence in the use of computers. - Capable in English writing and reporting.	5.5 days 9am-6pm (Mon to Fri) 9am-1pm (Sat) - Full time/ Permanent - Location: 609601
Condominium / Building / Complex Manager (MCST)	<u>Job Description:</u> - Maintenance and Repairs: Manage the upkeep of the building, including common areas, facilities, and landscaping, ensuring that all areas are safe and well-maintained. - Budget Management: Prepare and manage the annual budget for building operations, including maintenance and repairs, and ensure financial efficiency. - Stakeholder Relations: Serve as the main point of contact for stakeholders, addressing their concerns and coordinating with the MCST council on issues affecting the community. - Contract Management: Negotiate and oversee contracts with vendors for services such as security, cleaning, and landscaping. - Compliance: Ensure the building operations comply with local laws and regulations, including safety standards and building codes. - Emergency Management: Develop and implement emergency procedures and promptly manage and respond to emergencies. - Meeting Coordination: Organize and facilitate the Annual General Meeting (AGM) and monthly council meetings. - Prepare agendas, reports, and minutes for meetings, ensuring timely distribution and follow-up on action items. <u>Job Requirement:</u> - Education: Diploma/Degree in real estate management, business administration, or a related field. - Certification: Relevant certifications from institutions like SISV, BCA, or equivalent. - Experience: Experience in property management, particularly in strata-living contexts. Minimum five (5) years of experience.	5.5 days 9am-6pm (Mon to Fri) 9am-1pm (Sat) - Full time/ Permanent - Location: 609601

Job Positions	Job Description / Job Requirement	Working Hours / Location
	- Legal Knowledge: Familiarity with regulations governing MCSTs, e.g. BMSMA. - Computer Literacy: Competence in property management software and office applications.	
Facilities Engineer (Mechanical Electrical)	Job Description: The duties of the Facilities Engineer shall include but not be limited to the followings – - 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 commissioning evidence, including maps, physical evidence, and other records to obtain data needed for building systems and equipment condition appraisal. - 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. Job Requirement: - 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 faults and failure for major M&E equipment such as ACMV, Fire Protection systems, HT, LT, ELV, and the BMS System.	5.5 days 9am-6pm (Mon to Fri) 9am-1pm (Sat) - Full time/ Permanent - Location: 609601
Facilities Manager (IFM)	Job Description: (Note: The duties outlined below are not exhaustive and may be subject to change as required.) - Coordinate with the Client's representative (SO) on the rectification of defects, tracking of outstanding works by the Main Contractor, maintenance programs, and sub-contractor schedules using appropriate software and tools. - Ensure all outstanding work is completed satisfactorily.	5.5 days 9am-6pm (Mon to Fri) 9am-1pm (Sat) - Full time/ Permanent - Location: 609601

Job Positions	Job Description / Job Requirement	Working Hours / Location
	- Manage emergency repairs, ad-hoc breakdowns, troubleshooting activities, and provide technical support where necessary. - Act as a point of coordination between the Main Contractor, sub-contractors, and the Client. Consolidate and submit technical reports and findings to the Client and SO as required. - Oversee Permit-to-Work (PTW) processes and related compliance matters. - Manage workplace health and safety requirements, including ensuring risk assessments are submitted and adhered to by all sub-contractors. - Conduct inspections and spot checks to maintain compliance. - Oversee works management processes, including preparation of monthly progress reports, certification of completed works, and administration of variation orders. - Conduct regular statutory and compliance inspections (e.g., fire safety, structural inspections) and submit corresponding management reports to the Client. - Manage customer service matters, ensuring timely and professional resolution of feedback or complaints from tenants, users, or members of the public. - Support general office management activities, including maintenance of supplies, coordination of bill payments, and other administrative support as required by the Client. - Carry out any other tasks necessary for the smooth operations of the property or as directed by the Client SO. - Prepare and submit periodic reports on the status of operations in a format acceptable to the Client SO. - Represent the Client in managing tenant-related matters professionally and efficiently. - Ensure the smooth day-to-day operation of all facilities management services. <u>Job Requirement:</u> - Minimum 5 years of relevant experience in a similar capacity, preferably in managing properties of similar scale and nature. - Experience in the takeover of at least two (2) new developments in the past five (5) years. - At least three (3) years of experience providing integrated facilities management services to Government Procurement Entities (GPEs) is preferred.	
Facilities Officer	<u>Job Description:</u> The duties of the Facility Officer shall include but not limited to the following: - Working in a team to manage daily work. - Involve in inspection of horticultural works, upgrading building projects and building maintenance issues. - Liaising with contractors and attending to improvement works and feedback from the customers. - In addition, you are required to participate in various meetings with the customers and assist the Account Managers in management reporting as required by the customers. - Perform routine daily inspections around the building and surrounding areas to check for building defects, safety issues and non-compliance of building regulation.	5.5 days 9am-6pm (Mon to Fri) 9am-1pm (Sat) - Full time/ Permanent - Location: 609601

Job Positions	Job Description / Job Requirement	Working Hours / Location
	- Plan and schedule preventive maintenance and identify improvement works. - Supervise the contractor's work. - Update maintenance records and stock inventory in the system. - Attend to tenants' requests, feedback and complaints. - Monitor tenancy fit out and building improvement works. - Response/Operate the fire alarm system. - Oversee the operations for cleaning services, security system, landscaping, pest control and carpark operations. - Any other duties as assigned. Job Requirement: - Min Nitec in Electrical/Mechanical Engineering with 1 year experience.	
Junior AV & Event Technical Officer	Job Description: We are looking for a motivated and hands on Junior AV & Event Officer to support the setup, operation, and maintenance of audiovisual (AV) systems for events, meetings, and campus activities. This is an excellent opportunity for someone early in their career to gain practical experience in AV technology and event logistics. Key Responsibilities - Assist in setting up AV equipment for events, meetings, and training sessions. - Operate basic AV systems including microphones, projectors, and video conferencing tools. - Support preventive maintenance and basic troubleshooting of AV equipment. - Help manage AV inventory and ensure equipment is stored and handled properly. - Provide on-site support during live events and assist with logistics. - Work closely with senior AV officers and vendors to ensure smooth event execution. Job Requirement: - NITEC, Higher NITEC, or Diploma in AV Technology, IT, or related fields. 1–2 years of experience in AV/event support preferred (internships or part-time roles count). - Basic understanding of AV systems and willingness to learn. - Good communication and teamwork skills. - Physically fit and able to work flexible hours, including weekends and evenings.	5.5 days 9am-6pm (Mon to Fri) 9am-1pm (Sat) - Full time/ Permanent - Location: 609601
Property & Workplace Safety Executive	Job Description: We are seeking a proactive and detail-oriented Property & Workplace Safety Executive to join our growing team in the facilities management sector. In this role, you will play a key part in maintaining a safe and compliant environment across multiple properties, working closely with internal teams and external contractors. If you're passionate about workplace safety and have experience in site-based environments, we'd love to hear from you. Key Responsibilities	5.5 days 9am-6pm (Mon to Fri) 9am-1pm (Sat) - Full time/ Permanent - Location: 609601

Job Positions	Job Description / Job Requirement	Working Hours / Location
	- Conduct regular site inspections, safety audits, and risk assessments. - Monitor compliance with Workplace Safety and Health (WSH) regulations and company policies. - Support the implementation of safety programs, permit-to-work systems, and emergency response plans. - Lead toolbox talks, site safety inductions, and awareness briefings. - Investigate incidents and near-misses; recommend and follow up on corrective actions. - Maintain accurate safety records and prepare reports for management and regulatory bodies. - Liaise with authorities (e.g., MOM, SCDF) and ensure proper documentation is in place. - Promote a strong safety culture among employees, vendors, and stakeholders. Job Requirement: - Diploma in Workplace Safety & Health, Facilities Management, Engineering, or related discipline. - WSQ Advanced Certificate in Workplace Safety and Health (Level B) preferred. - Minimum 2 years of relevant experience, ideally in facilities management, building maintenance, or construction. - Sound knowledge of WSH regulations and safety practices in Singapore. - Strong interpersonal and communication skills. Able to work in a rotating shift pattern (excluding night shifts), including weekends and public holidays if needed.	
Property Executive (IFM)	Job Description: - Supervise and ensure that all types of routines and ad-hoc repair works undertaken by the term contractors are carried out according to the Contract. - Oversees preventive and corrective maintenance works in regard to cleaning, pest control, security, fire protection system, security system, plumbing & sanitary system, building works, etc. - Liaise and coordinate with Contractors to ensure that timely maintenance works are done. - Compile all term contract service reports. - Attend to all complaints / feedback, incidents and crisis situations and submit incident report. - Offer firsthand solutions to Facilities Manager on breakdown / complaints. Inspect site areas and report all defects and non-compliances to the Management. - Update the Client on any disruptions, feedback, fitting-out and maintenance work conducted on site. - Prepare cost estimates for ad-hoc maintenance, reinstatement and improvement work and work completion form/job sheet once work is completed for billing purposes. - Ensure all statutory licenses and permits are renewed timely (e.g. fire cert, annual water tank cleaning, periodic structural inspection, periodic façade inspection, etc.).	5.5 days 9am-6pm (Mon to Fri) 9am-1pm (Sat) - Full time/ Permanent - Location: 609601

Job Positions	Job Description / Job Requirement	Working Hours / Location
	- Prepare the monthly presentation slides and management report. To undertake other work assignments which the Management may assign. Job Requirement: - Minimum Diploma in Building, Facilities or Engineering minimum 3 years of related working experience. - Knowledge of facilities operations & maintenance. Team Player and willing to learn. - Effective communications with stakeholders.	
Property Executive (MCST)	Job Description: - 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 environments for all residents and owners. - Key Responsibilities: 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. Job Requirement: - Education: Diploma/WSQ Diploma in real estate management, business administration, or a related field. - Certification: Relevant certifications from institutions like SISV, BCA, or equivalent. - Experience: Experience in property management, particularly in strata-living contexts. - Legal Knowledge: Familiarity with regulations governing MCSTs, e.g. BMSMA. - Computer Literacy: Competence in property management software and office applications.	5.5 days 9am-6pm (Mon to Fri) 9am-1pm (Sat) - Full time/ Permanent - Location: 609601
Property Officer (FM)	Job Description: - Provide support to the Property Executive on FM matters - Supervise and ensure that all types of routines and ad-hoc repair works undertaken by the term contractors are carried out according to the Contract. - Oversee preventive and corrective maintenance works in regard to cleaning, pest control, security, fire protection	5.5 days 9am-6pm (Mon to Fri) 9am-1pm (Sat) - Full time/ Permanent - Location: 609601

Job Positions	Job Description / Job Requirement	Working Hours / Location
	system, security system, plumbing & sanitary system, building works, etc. • Liaise and coordinate with Contractors to ensure timely maintenance works are done. • Compile all term contract service reports • Attend to all complaints/feedback, incidents and crisis situations and submit incident report. • Inspect site areas and report all defects and non-compliances to the Management. • Update the Client on any disruptions, feedback, fitting-out and maintenance works conducted on site. • To undertake other work assignments which the Management may assign. Job Requirement: • Minimum Diploma in Building, Facilities or Engineering; OR • Minimum Higher NITEC (relevant) with 2 years of related working experience • Knowledge of facilities operations & maintenance • Team Player and willing to learn • Effective communications with stakeholders.	
Property Officer (MCST)	Job Description: • The Property Officer's focus is on ensuring the smooth operation of the property, improving resident satisfaction, and maintaining property value. • These responsibilities are crucial for the efficient management and operation of the properties under the MCST, contributing to a positive living or working environments for all residents and owners. • Key Responsibilities: Maintenance and Upkeep: Ensuring regular maintenance and repair of communal facilities. • Financial Management: Assisting in budget preparation, managing expenditure, and overseeing service charge collections. • Regulatory Compliance: Ensuring the property complies with local building codes, safety regulations, and environmental laws. • Communication and Coordination: Acting as a liaison between the Management Corporation, residents, and other stakeholders. • Contract Management: Negotiating and managing contracts with various service providers. • Record Keeping: Maintaining accurate records of all management activities, including financial transactions and maintenance logs. • Emergency Response: Coordinating with emergency services and implementing procedures during emergencies. • Ad hoc duties may be required on an as-needed basis. Job Requirement: • Education: Diploma/WSQ Diploma in real estate management, business administration, or a related field. • Certification: Relevant certifications from institutions like SISV, BCA, or equivalent. • Experience: Experience in property management, particularly in strata-living contexts.	• 5.5 days • 9am-6pm (Mon to Fri) • 9am-1pm (Sat) • Full time/ Permanent • Location: 609601

Job Positions	Job Description / Job Requirement	Working Hours / Location
	- Legal Knowledge: Familiarity with regulations governing MCSTs, e.g. BMSMA. - Computer Literacy: Competence in property management software and office applications.	
Property/Facilities Executive (FM)	<u>Job Description:</u> The duties of the Property Executive shall include but not limited to the following: - 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. <u>Job Requirement:</u> - Minimum Diploma in Building or Facilities disciplines from a recognized tertiary establishment (with M&E background is preferred). - At least 3 years of relevant working experience.	5.5 days 9am-6pm (Mon to Fri) 9am-1pm (Sat) - Full time/ Permanent - Location: 609601
Quantity Surveyor	<u>Job Description:</u> - Responsible for quantity take-off and cost estimation. - 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 a 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 processes. - Source for subcontractors and suppliers. <u>Job Requirement:</u> - Degree / Diploma in Building / Quantity Surveying, at least 3 years of working experience in building/ quantity surveying experience. - Pro-active attitude.	5.5 days 9am-6pm (Mon to Fri) 9am-1pm (Sat) - Full time/ Permanent - Location: 609601

Job Positions	Job Description / Job Requirement	Working Hours / Location
Senior Facilities Manager (IFM)	<u>Job Description:</u> We are looking for a highly experienced and proactive Senior Facilities Manager to lead and oversee all aspects of facilities management operations. This role involves managing a team, coordinating with client representatives and contractors, ensuring regulatory compliance, and driving service excellence across assigned properties. The ideal candidate will bring strong leadership, technical knowledge, and stakeholder management skills to ensure smooth daily operations and long-term asset performance. • Lead and manage all facilities management functions, including maintenance, inspections, safety, and tenant services. • Liaise with client representatives on outstanding works, defect rectification, and maintenance schedules using appropriate software/tools. • Supervise emergency repairs, breakdowns, and provide technical guidance to teams and subcontractors. • Oversee Permit-to-Work (PTW) processes and ensure compliance with statutory and workplace safety regulations. • Conduct regular statutory and compliance inspections (e.g., fire safety, structural) and ensure timely submission of reports. • Manage workplace health and safety, including review of risk assessments and conducting spot checks. • Oversee operational reporting, including monthly progress reports, certification of completed works, and variation orders. • Handle complex customer service and tenant-related issues professionally and efficiently. • Support contract administration and operational budgeting as required. • Guide junior staff and contractors to maintain high service delivery standards. • Represent the client in key discussions and manage high-level operational decisions. <u>Job Requirement:</u> • Minimum 5 years of experience in a senior facilities management role, with proven experience managing large-scale properties. • Valid Fire Safety Manager (FSM) certification with at least 3 years of FSM experience (if required). • Experience in the successful handover of at least two new developments in the last 5 years. • At least 3 years of experience providing integrated facilities management services to Government Procurement Entities (GPEs) is preferred. • Strong leadership, communication, and stakeholder management skills. • Proficient in FM software and reporting tools.	• 5.5 days • 9am-6pm (Mon to Fri) • 9am-1pm (Sat) • Full time/ Permanent • Location: 609601

Job Positions	Job Description / Job Requirement	Working Hours / Location
Senior Fire Safety Manager	<u>Job Description:</u> - 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 the assigned property is carried out by the vendors or their local agents. - 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 drills 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. <u>Job Requirement:</u> - Degree/Diploma in Fire Safety, Engineering, or a related field. - Certified Senior Fire Safety Manager (SFSM) registered with SCDF. - Minimum 8 years of relevant experience in fire safety management, with at least 3 years in a senior role. - Strong knowledge of fire safety regulations, codes of practice, and emergency response procedures. - Experience in managing multiple sites and large-scale fire safety operations. - Excellent leadership, communication, and problem-solving skills. - Ability to train and mentor junior staff on fire safety matters.	5.5 days 9am-6pm (Mon to Fri) 9am-1pm (Sat) - Full time/ Permanent - Location: 609601

Job Positions	Job Description / Job Requirement	Working Hours / Location
Supervisor/Senior Supervisor (M&E)	<u>Job Description:</u> • Perform preventive and corrective maintenance works according to quality standards and procedures. • Conduct technical investigations in response to faulty calls. • Provide summary reports on preventive and corrective maintenance works Comply with regulatory and organizational. • 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. <u>Job Requirement:</u> • Higher NITEC or NITEC in Mechanical Engineering, Facilities Management, or equivalent. • Minimum 3 years of related experience. • General competence in the use of computers. • Capable of English writing and reporting.	• 5.5 days • 9am-6pm (Mon to Fri) • 9am-1pm (Sat) • Full time/ Permanent • Location: 609601
Team Manager (MCST)	<u>Job Description:</u> The Property/Team Manager (HQ) Senior Manager Associate Director is pivotal in ensuring the strata-titled property's smooth operation and financial health. This role demands proactive leadership in managing daily operations, strategic planning, and delivering business results that enhance property value and owner satisfaction. Key Responsibilities: • Leadership and Team Management: Lead and develop a high-performance property management team, setting clear objectives that align with business goals. Foster a collaborative environment that encourages innovation and efficiency. • Operations Management: Ensure operational excellence across all aspects of property management, including maintenance, security, and vendor contracts. Drive initiatives that enhance property functionality and resident satisfaction. • Financial Management and Business Results: Develop and rigorously manage the property's budget, optimizing costs, and maximizing financial performance. Deliver financial targets, report on financial outcomes, and adjust strategies to meet financial goals. • Stakeholders Relations: Build strong relationships with stakeholders, enhancing community engagement and addressing issues that impact satisfaction and retention. Ensure high service standards are maintained, directly influencing stakeholders' reviews and reputation management. • Compliance and Regulatory Adherence: Ensure all property activities comply with relevant laws and regulations, mitigating risks and avoiding potential liabilities. Maintain	• 5.5 days • 9am-6pm (Mon to Fri) • 9am-1pm (Sat) • Full time/ Permanent • Location: 609601

Job Positions	Job Description / Job Requirement	Working Hours / Location
	readiness for audits and ensure compliance with all documentation practices. - Strategic Planning and Execution: Work with the MCST council to develop long-term strategies that improve property valuation and operational efficiency. Lead sustainability initiatives to position the property as eco-friendly and cost-efficient. - Meeting Coordination: Organize and facilitate the Annual General Meeting (AGM) and monthly council meetings. Prepare agendas, reports, and minutes for meetings, ensuring timely distribution and follow-up on action items. - Ad hoc duties may be required on an as-needed basis. Job Requirement: - Education: Bachelor's degree in Property Management, Real Estate, Business Administration, or related field. Certification: Relevant certifications from institutions like SISV, BCA, or equivalent. - Experience: Experience in property management, particularly in strata-living contexts. Minimum six (6) – eight (8) years of experience with demonstrable success in a leadership role. - Computer Literacy: Proficiency in property management software and office productivity tools.	
Technical Officer (FM)	Job Description: - Oversee and coordinate builders work, including minor A&A, structural repairs, and general building maintenance. - Supervise term contractors and ensure quality and timely completion of work. - Conduct regular site inspections and manage defect rectification. - Liaise with vendors and stakeholders for permits, approvals, and work scheduling. - Support procurement processes including cost estimation and purchase requisitions. - Maintain accurate records of work progress, reports, and compliance documentation. - Support the use of the latest smart facilities management trends or technologies. Job Requirement: - Minimum 2 years of relevant experience in facilities or building maintenance, with a focus on builders work. - Diploma or NITEC in Building Services, Facilities Management, or related field. - Familiarity with local building codes, safety regulations, and permit-to-work systems. - Strong coordination and communication skills. - Able to work independently and as part of a team. Preferred Qualifications - Experience in managing term contractors and supervising in-house technicians. - Exposure to multi-disciplinary facilities operations is a plus.	5.5 days 9am-6pm (Mon to Fri) 9am-1pm (Sat) - Full time/ Permanent - Location: 609601

Job Positions	Job Description / Job Requirement	Working Hours / Location
Technician (Roving)	<u>Job Description:</u> • 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 Key Responsibilities – • Maintenance and Repairs - 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 - Develop and implement comprehensive maintenance schedules. Conduct regular equipment inspections and address potential issues. • Equipment Operation - Monitor critical systems like HVAC, fire detection, and security Respond promptly to alarms and alerts for safety. • Documentation - Maintain accurate records of maintenance activities and logs Create detailed reports on completed tasks. • Vendor Management - Coordinate with external service providers and evaluate their work. • Emergency Response - Maintain accurate records of maintenance activities and logs On-call coverage for emergencies after office hours, weekends, and holidays. • Energy Efficiency - Identify opportunities for energy-saving initiatives 8. Health and Safety - Adhere to safety guidelines and report hazards promptly. <u>Job Requirement:</u> • 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.	• 5.5 days • 8:30am-6pm (Mon to Fri) • 8:30am-1pm (Sat) • Full time/ Permanent • Location: 609601
Technician/Senior Technician (Electrical/M&E)	<u>Job Description:</u> • 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. <u>Job Requirement:</u> • Higher NITEC or NITEC in Mechanical Engineering, Electrical Engineering, Facilities Management, or equivalent.	• 5.5 days • 9am-6pm (Mon to Fri) • 9am-1pm (Sat) • Full time/ Permanent • Location: 609601

Job Positions	Job Description / Job Requirement	Working Hours / Location
	Min 2-3 years of related experience. General competency in the use of computer; and Capable in English writing and reporting.	
Technology & Innovation Executive	<u>Job Description:</u> We are seeking a hands-on, motivated individual with a strong interest in electronics and Internet of Things (IoT) technologies to join our Technology & Innovation team. You will be involved in the installation, configuration, and deployment of electronic and IoT systems for smart facility management applications. This is a practical, field-based role that will also provide opportunities to learn and contribute to the design, development, and testing of IoT solutions. - Plan and carry out installation, wiring, and setup of IoT/electronic systems. - Execute on-site fabrication, assembly, and deployment of equipment. - Assist in hardware and software testing, troubleshooting, and maintenance. - Support project development activities, including prototype building and field trials. - Provide basic IT administration and system configuration support. <u>Job Requirement:</u> - Minimum ITE (NITEC/Higher NITEC) or Polytechnic diploma in IT, Electronics, or Engineering. - Familiarity with Electronics and (Arduino OR Arduino IDE OR Microcontroller). - Basic understanding of programming and computer systems. - Knowledge of Python is a plus. - Comfortable with on-site installation work (including wiring, soldering, and equipment setup). - Self-motivated, problem solver, able to work independently and in a team. - Hands-on electronics assembly, soldering, and fault diagnosis - Arduino/Microcontroller and Electronics.	5.5 days 9am-6pm (Mon to Fri) 9am-1pm (Sat) - Full time/ Permanent - Location: 609601
Administrative Assistant/Officer	<u>Job Description:</u> - The MCST Admin Officer is responsible for providing comprehensive administrative support to the MCST Property Management team. - This role ensures the smooth and efficient operation of administrative functions within the management office, supporting the team in delivering exceptional service to residents and stakeholders. - The MCST Admin Officer plays a key role in maintaining accurate records, facilitating communication, and coordinating various activities that contribute to the effective management of strata-titled properties. <u>Job Requirement:</u> <u>Education</u> "N" & "O" Levels/NITEC/Higher NITEC/WSQ Diploma in real estate management, business administration, or a related field. <u>Certification</u>	5.5 days 9am-6pm (Mon to Fri) 9am-1pm (Sat) - Full time/ Permanent - Location: 609601

Job Positions	Job Description / Job Requirement	Working Hours / Location
	- Relevant certifications from institutions like SISV, BCA, or equivalent will have an added advantage. <u>Experience</u> - Minimum one (1) year experience in property management, particularly in strata-living contexts. <u>Legal Knowledge</u> - Familiarity with regulations governing MCSTs, e.g. BMSMA. <u>Computer Literacy</u> - Basic competency in Microsoft Office Suite. Familiarity with property management software is a plus. Suite. - Familiarity with property management software is a plus.	
Cleaning Crew	<u>Job Description:</u> - 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. <u>Job Requirement:</u> - No formal qualification required - Working days - Between 5 to 6 days.	5 or 6 days 9am-6pm (Mon to Fri) 9am-1pm (Sat) - Full time/ Permanent - Location: 609601
Cleaning Supervisor	<u>Job Description:</u> - Check equipment condition. - Monitor the Service team. Coordinate and liaise with clients at work site. - 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. <u>Job Requirement:</u> 2 years' experience in relevant industry will have an added advantage. Good communication skills, both written and spoken. - Team players, able to work independently with minimal supervision.	5.5days 9am-6pm (Mon to Fri) 9am-1pm (Sat) - Full time/ Permanent - Location: 609601

Job Positions	Job Description / Job Requirement	Working Hours / Location
Facilities Helpdesk Coordinator	<u>Job Description:</u> We are seeking a responsible and service oriented Facilities Helpdesk Coordinator to manage feedback, service requests, and incident reports related to building and facilities operations. This role acts as the first point of contact for users, ensuring timely coordination with the relevant teams to address and resolve issues effectively. Key Responsibilities: • Operate the facilities helpdesk to receive, log, track, and manage all user feedback, service requests, and issues via phone, email, WhatsApp, Telegram, chatbot, or other platforms. • Route urgent issues such as faults, defects, breakdowns, and emergencies to the appropriate maintenance staff or contractors. • Provide regular updates and closure on feedback to users, ensuring clear communication on actions taken and resolution timelines. Manage requests and responses related to: • General services and event support Faults, complaints, and maintenance related issues. • Temporary service adjustments. • Emergency incidents and alarm monitoring. • Maintain accurate records of all reported issues in the Computerized. • Maintenance Management System (CMMS) or equivalent platforms. • Categorise and prioritise feedback based on service level agreements and urgency. • Prepare and submit monthly reports on service requests, complaints, incidents, and resolutions. <u>Job Requirement:</u> • Prior experience in helpdesk, customer service, or facilities coordination roles is preferred. • Good communication and interpersonal skills, with the ability to handle inquiries professionally. • Able to multitask, stay organised, and manage follow-ups effectively. • Basic knowledge of building services or facilities operations is an advantage. • Familiarity with CMMS or other ticketing systems is a plus.	• 5.5days • 9am-6pm (Mon to Fri) • 9am-1pm (Sat) • Full time/ Permanent • Location: 609601

#3 RE SUSTAINABILITY CLEANTECH PTE. LTD.

Re Sustainability Singapore is one of the leading environmental management solutions providers in Singapore. We offer a full spectrum of environmentally sustainable solutions in our specialised areas in commercial, public cleansing and facilities, auxiliary services, waste management, car park management and Pneumatic Waste Conveyance System (PWCS). Our key focus is on the advancement and adoption of technology to offer the latest solutions to support our customers to achieve long-term sustainable objectives, as we embark on the journey of safeguarding our environment and the ecosystem at large.

Job Positions	Job Description / Job Requirement	Working Hours / Location
Network Administrator	<u>Job Description:</u> We are seeking a skilled Network Administrator with 2-3 years of experience to join our team. You will handle network monitoring, security system management (including IDP (Intrusion Detection and Prevention) and IPS (Intrusion Prevention System)), security technologies (including EDP and XDR), change management documentation, green field implementations, and cloud integration. • Monitor network performance for uptime and security. • Manage firewalls, including Intrusion Detection and Prevention (IDP) and Intrusion Prevention System (IPS). • Configure VPNs (Virtual Private Network), IPsec, SD-WAN, MPLS, Policy Management, ExpressRoute, and Cloud Connect. • Work on migration projects and green field implementations. • Document network changes according to change management procedures. • Integrate network services with cloud platforms like Azure, Google Cloud, and AWS (Apache Web Server). • Performing Regular Security Audits on the networks (VAPT) • Implement EDP and XDR initiatives. <u>Job Requirement:</u> • Bachelor's degree in computer science or related field. • 2-3 years of network administration experience. • Ability in security system management and security protocols. • Experience with VPNs, SD-WAN, and cloud platforms (Azure, Google Cloud, AWS). • Strong troubleshooting skills. • Ability to document change management procedures. • Knowledge of Intrusion Detection and Prevention (IDP) and Intrusion Prevention System (IPS).	• 5 days • 8am-5:30pm • Full time/ Permanent • Location: 159416
Cleaner	<u>Job Description:</u> • The cleaner is responsible for carrying out cleaning and maintenance duties to ensure the designated sites are in clean and orderly condition. • These includes • Cleaning, stocking and supplying designated facility areas (dusting, sweeping, vacuuming, mopping, restroom cleaning and etc). • Performing and documenting routine inspection and maintenance activities. <u>Job Requirement:</u> • Have a good level of hygiene and cleanliness	• 5 days – 7am to 4pm • 5.5 days – 7am to 4pm 7am to 11am (Sat) • 6 days – 7:30am to 4:30pm • Full time/ Part time • Location: Island wide

Job Positions	Job Description / Job Requirement	Working Hours / Location
	- Good and responsible team players - Able to start immediately or short notice of period - Open to retirees - Willing to travel within an area	
Cleaning Supervisor	<u>Job Description:</u> - Manage a site team. - Supervise General Cleaning operations. - Supervise Toilet Cleaning operations. - Plan and supervise periodical cleaning task. - Ad hoc cleaning as per Operations / Area Manager instructions. - Track and report daily attendance. - Perform quality checks and join inspection with OM and client. - Handle feedback from clients. - Interview and recruit cleaners. <u>Job Requirement:</u> - Good leadership skills. - Always setting as a role model to the team. - Have good customer service quality and cleaning standards. - Good interpersonal and communication skills.	6 days 7:am to 4pm - Full time/ Permanent - Location: Island wide
Multi Skilled Driver	<u>Job Description:</u> - Transport of workers to work locations from appointed locations - Perform and ensure cleanliness in designated public areas (for e.g. toilet, train station, etc) - Ad-hoc duties as assigned by superiors as per job scope requirement. <u>Job Requirement:</u> - Must possess Singapore Class 3 or 4 Driving license. - Good and responsible team player. - Willing to travel within an area.	6 days 8am to 6pm - Full time/ Permanent - Location: Island wide
Mobile Patrol Wardens	<u>Job Description:</u> - Perform enforcement duties. - Car park reservation duties. - Maintaining car park equipment. <u>Job Requirement:</u> - With Class 2B & 3 license. - Own a motorbike.	6 days - Shift work required 7am-3pm/3pm-11pm - Full time/ Permanent - Location: Island wide
Restroom Cleaners	<u>Job Description:</u> The cleaner is responsible for carrying out cleaning and maintenance duties to ensure the restrooms are in clean and orderly condition. These include - Cleaning, stocking and supplying designated restrooms areas - Performing and documenting routine inspection and maintenance activities. <u>Job Requirement:</u> - Have a good level of hygiene and cleanliness	5 days – 7am to 4pm 5.5 days – 7am to 4pm 7am to 11am (Sat) 6 days – 7:30am to 4:30pm - Full time/ Part time - Location: Island wide

Job Positions	Job Description / Job Requirement	Working Hours / Location
	• Good and responsible team players • Able to start immediately or short notice of period • Open to retirees • Willing to travel within an area.	

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#4 Rhodo Property Group

Rhodo Property is a property management company specializing in estate and facility management. We oversee residential and commercial properties, ensuring well-maintained common areas, smooth operations, and responsive service to occupiers. Committed to excellence, we provide reliable management solutions while prioritizing workplace safety and efficiency. As our portfolio grows, we seek passionate individuals to join our team and build a rewarding career in property management. If you value teamwork, professionalism, and career growth, explore opportunities with Rhodo Property today!

Job Positions	Job Description / Job Requirement	Working Hours / Location
Accounts Assistant (Accounts Payables)	<u>Job Description:</u> • Support duties related to AP functions. • Prepare payment vouchers and cheques. • Undertake additional/ ad hoc tasks & responsibilities as and when required or instructed. • Handle vendor invoices, payments, and expense processing. • Reconcile accounts and ensure timely disbursements. • Assist in financial documentation and reporting. <u>Job Requirement:</u> • Diploma in Accountancy with at least 1 years' experience.	• 5.5 days / week • 44 hours • Full time/ Permanent • Location: Location: Island wide
Accounts Assistant (Accounts Receivables)	<u>Job Description:</u> • Support duties related to AR functions. • Invoice matching & billing. • Handling customer receivables and monitoring the AR status. • To ensure all the filling is done in a timely and accurate manner. • Undertake additional/ ad hoc tasks & responsibilities as and when required or instructed. • Process invoices, receipts, and follow-up on outstanding payments. • Maintain accurate records and prepare financial reports. • Assist in month-end closing and reconciliation. <u>Job Requirement:</u> • Diploma in Accountancy with at least 1 years' experience. •	• 5.5 days / week • 44 hours • Full time/ Permanent • Location: Location: Island wide
Accounts Manager	<u>Job Description:</u> • To lead and oversee MCST accounting functions. • This role involves managing receivables/payables, monthly financial reporting, budgeting, audit preparation, and ensuring compliance with BMSMA and accounting standards. • You will also supervise a small team and liaise with managing agents, council members, and auditors. <u>Job Requirement:</u> • Minimum 3 years of MCST accounting experience. • Familiar with BMSMA and property management accounting. • Proficient in MS Excel and accounting software. • Strong communication and leadership skills.	• 5.5 days / week • 44 hours • Full time/ Permanent • Location: Location: Island wide

Job Positions	Job Description / Job Requirement	Working Hours / Location
	Diploma in Facilities Management with at least 1 year experience.	
Admin Assistant	<u>Job Description:</u> - Oversee the daily administrative roles in a condominium environment. - Assist and attend to feedback / enquiries from residents. - Maintain proper filing system for smooth documentation and administration. - Handle general administrative duties, data entry, and document management. - Assist in scheduling, correspondence, and office coordination. - Support daily operations and liaise with internal teams. - Any other duties assigned. <u>Job Requirement:</u> - Nitec in Business Admin with at least 1 years' experience.	5.5 days / week 44 hours - Full time/ Permanent - Location: Location: Island wide
Integrated Facility Management Exec	<u>Job Description:</u> - Responsible for overseeing daily operations and maintenance of facilities across assigned sites. - Key duties include coordinating service providers, managing preventive and corrective maintenance, ensuring safety and compliance standards, handling vendor contracts, and addressing tenant or client feedback. - The role also involves supporting asset management, site inspections, and contributing to operational improvements and cost efficiency. <u>Job Requirement:</u> - Good communication and coordination skills. - Able to manage site operations independently. - Proficiency in MS Office - Diploma in Facilities Management with at least 1 year experience.	5.5 days / week 44 hours - Full time/ Permanent - Location: Location: Island wide
IT Manager	<u>Job Description:</u> - TO oversee the company's IT infrastructure, ensure compliance with PDPA, and manage the security of all company data and equipment. - The role includes implementing cybersecurity measures, maintaining IT assets, and supporting staff on IT-related matters. <u>Job Requirement:</u> - Strong understanding of PDPA and data protection policies. - Able to manage and maintain IT hardware, software, and network systems. - Good problem-solving and communication skills - Experience in implementing data security protocols preferred.	5.5 days / week 44 hours - Full time/ Permanent - Location: Location: Island wide

Job Positions	Job Description / Job Requirement	Working Hours / Location
	Diploma in Facilities Management with at least 1 year experience.	
Operation Executive	<u>Job Description:</u> - We are looking for a proactive Operations Executive to support the day-to-day running of our managed estates. - The role includes handling contract expiry and renewals for manless estates, coordinating site operations, and assisting with AGMs and general meetings. - You will work closely with site teams, service providers, and management to ensure smooth operations and timely follow-ups. <u>Job Requirement:</u> - Good communication and coordination skills. - Able to manage site operations independently. - Proficient in MS Office. - Diploma in Facilities Management with at least 1 year experience.	5.5 days / week 44 hours - Full time/ Permanent - Location: Island wide
Property Executive	<u>Job Description:</u> - On site management and maintenance of properties. - Day to day operation of all matters relating to maintenance/management of Condo's facilities and operations. - Administration and management of contracts. - Attending to queries from owners. - Liaising with contractor's requirements. - Oversee estate and facility management operations. - Manage occupiers' inquiries and liaise with vendors for maintenance. - Ensure compliance with property regulations and safety standards. <u>Job Requirement:</u> - Diploma in Facilities Management with at least 1 years' experience.	5.5 days / week 44 hours - Full time/ Permanent - Location: Island wide
Property Officer	<u>Job Description:</u> - Assists the Condominium Manager in ensuring the day-to-day operations of the assigned condominium. - Helps to supervise and coordinate the building supervisor and / nician / contractors assigned to the condominium. - Handles renewal of term contracts and up-keeping of contractual records. - Ensure compliance with divisional policies & ISO Procedures. - Assist in managing daily property operations and maintenance. - Handle residents' inquiries and ensure smooth estate management.	5.5 days / week 44 hours - Full time/ Permanent - Location: Island wide

Job Positions	Job Description / Job Requirement	Working Hours / Location
	- Conduct inspections and coordinate with service providers - Any other duties assigned by Immediate Supervisor / Head Supervisor. <u>Job Requirement:</u> - Diploma in Facilities Management with at least 1 years' experience.	
Technician	<u>Job Description:</u> - Regularly maintained and properly serviced all the mechanical and electrical equipment. - Maintenance of Properties, Minor electrical installation. - Familiar in handling all Maintenance & Electrical work. <u>Job Requirement:</u> - Perform troubleshooting, repairs, and preventive maintenance. - Assist in electrical, plumbing, and mechanical works. - Ensure timely response to maintenance issues. - Minium 1 years' working experience.	5.5 days / week 44 hours - Full time/ Permanent - Location: Island wide

#5 SQ 1 Development

We are a professional cleaning company based in Singapore, committed to delivering high-quality cleaning services across various sectors including commercial, industrial, and residential environments. Our team is trained to maintain hygiene standards and ensure client satisfaction through reliable and efficient service. With a strong emphasis on safety, consistency, and excellence, we aim to create clean and healthy spaces for all our clients. Whether it's daily upkeep or specialized cleaning, we tailor our services to meet diverse needs across different industries.

Job Positions	Job Description / Job Requirement	Working Hours / Location
Multi-skilled cleaner / Machines Operator	<u>Job Description:</u> - Responsible for performing a variety of cleaning tasks using both manual methods and cleaning machinery such as scrubber dryers, vacuum cleaners, and high-pressure washers. - Tasks may include floor care, carpet cleaning, glass cleaning, and general upkeep of premises. - Ensure proper handling and maintenance of cleaning. <u>Job Requirement:</u> - To follow standard operating procedures (SOP) workplace safety & health (WSH) as well and MOM rules and regulations.	5.5 days / week 44 hours - Full time/Contract - Location: Various
Outdoor Cleaner	<u>Job Description:</u> - Responsible for maintaining cleanliness and tidiness of outdoor areas such as walkways, car parks, parks, and building exteriors. - Duties include sweeping, picking up litter, emptying bins, and washing surfaces. - Must work efficiently, follow safety guidelines, and ensure a clean and hygienic environment. <u>Job Requirement:</u> - To follow standard operating procedures (SOP) workplace safety & health (WSH) as well and MOM rules and regulations.	5.5 days / week 44 hours - Full time/Contract - Location: Various
Office and Commercial Cleaners (General / Indoor Cleaner)	<u>Job Description:</u> - Sweeping of common area, corridors, lift lobbies, staircase landing. - Mopping of lift lobbies, common titles area. - cleaning and high-dusting (not more than 3m) - vacuuming carpeted areas. <u>Job Requirement:</u> - To follow standard operating procedures (SOP) workplace safety & health (WSH) as well and MOM rules and regulations.	5.5 days / week 44 hours - Full time/Contract - Location: Various

Job Positions	Job Description / Job Requirement	Working Hours / Location
Pantry lady / Tea lady	<u>Job Description:</u> - Responsible for preparing and serving beverages such as tea, coffee, and light refreshments to staff and visitors. - Duties include maintaining cleanliness and hygiene of the pantry area, replenishing pantry supplies, washing used cups and utensils and assisting in basic pantry stock inventory. <u>Job Requirement:</u> - To follow standard operating procedures (SOP) workplace safety & health (WSH) as well and MOM rules and regulations.	5.5 days / week 44 hours - Full time/Contract - Location: Various
Restroom Cleaner	<u>Job Description:</u> - Responsible for maintaining the cleanliness and hygiene of restrooms in public or private facilities. - Duties include cleaning toilets, urinals, sinks, mirrors, and floors, replenishing supplies (toilet paper, soap, hand towels), and ensuring proper waste disposal. - Must follow safety and sanitation standards at all times. <u>Job Requirement:</u> - To follow standard operating procedures (SOP) workplace safety & health (WSH) as well and MOM rules and regulations.	5.5 days / week 44 hours - Full time/Contract - Location: Various
Supervisor	<u>Job Description:</u> - Responsible for overseeing cleaning operations, managing a team of cleaners, and ensuring all assigned areas are cleaned to company standards. - Duties include scheduling, conducting inspections, training staff, handling. <u>Job Requirement:</u> - To follow standard operating procedures (SOP) workplace safety & health (WSH) as well and MOM rules and regulations. - Require Supervisor certificate	5.5 days / week 44 hours - Full time/Contract - Location: Various

#6 SUN CITY MAINTENANCE PTE. LTD

We are the leading cleaning service provider that was founded more than two decades ago.

We provide internal and façade cleaning for commercial, industrial and residential properties; shopping malls; parks; columbarium and crematorium in Singapore.

We have more than 500 staff with diverse nationality, race, age, language and religion.

We are the pioneer in using robots and IOT.

We are the only cleaning company that has Culturesafe and we are certified for ISO 9001:2015, 14001:2015, 22301:2019, ISO 45001:2018, BizSAFE Star, Clean Mark Gold, NS Mark Gold, TAFEP, SQC, and PW Mark

Job Positions	Job Description / Job Requirement	Working Hours / Location
Operations Executive	Job Description: - Educate, uphold and guard company core values and culture across all job sites. - Building open and trusting relationships with clients. - Manage staff motivation, discipline, development and performance. - Monitor and uphold the cleaning and maintenance quality standards and operating procedures for all jobsites. - Ensure effective OJT and upskilling of all operational staff. - Oversee the profitability and cost effectiveness of assigned job sites. - Plan manpower deployment at various site to meet the contractual requirement of clients. - Resolve feedback/complaints from clients and take immediate preventive measures to ensure that similar problems do not recur. - Recruit and induct new employees. - Ensure all WSH and Safety Compliance Committee requirements are met. Job Requirement: - Relevant diploma/degree with min 1 years' experience. - Leadership experience.	6 days 44 Hours - Full time/ Permanent - Location: 159545
Operations Manager	Job Description: - Educate, uphold and guard company core values and culture across all job sites. - Building open and trusting relationships with clients. - Manage staff motivation, discipline, development and performance. - Monitor and uphold the cleaning and maintenance quality standards and operating procedures for all jobsites. - Ensure effective OJT and upskilling of all operational staff. - Oversee the profitability and cost effectiveness of assigned job sites. - Plan manpower deployment at various site to meet the contractual requirement of clients. - Resolve feedback/complaints from clients and take immediate preventive measures to ensure that similar problems do not recur.	6 days 44 Hours - Full time/ Permanent - Location: 159545

Job Positions	Job Description / Job Requirement	Working Hours / Location
	- Recruit and induct new employees. - Ensure all WSH and Safety Compliance Committee requirements are met. <u>Job Requirement:</u> - Relevant diploma/degree with min 1 years' experience. - Leadership experience.	
Cleaner	<u>Job Description:</u> - Clean toilets by washing, sweeping, mopping or scrubbing. - Gather and empty debris. - Replenish toilet rolls, hand towels and hand soap. <u>Job Requirement:</u> - Able to stand for 45 minutes continuously. - Able to carry load. - Able to squad to wash toilets.	6 days 44 Hours - Full time/ Permanent - Location: 159545
Operations Supervisor	<u>Job Description:</u> - Coach, train and supervise cleaners. - Plan cleaning service operations. - Manage incident. - Operate cleaning machines when required. - Handle cleaning chemicals. - Ensure productivity, effectiveness and efficiency. - Execute company policies and ensure compliance. - Manage HR, supplies, equipment. <u>Job Requirement:</u> - Relevant cert. - Cleaning experience. - Leadership experience.	6 days 44 Hours - Full time/ Permanent - Location: 159545

#7 e2i services

e2i Services

- Career Coaching & Job Matching
- Skills Future Advice

We have compiled a list of resources for you to widen your search, sharpen your skills, and receive funding support.

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):

**e2i Career Centre
(Devan Nair Institute for Employment and Employability)**

80 Jurong East St 21,
Level 2, Singapore 609607

Operating Hours

Mondays: 2:30pm – 5:00pm
Tuesdays – Fridays: 9:00am – 5:00pm
Saturdays: 9:00am – 1:00pm

**e2i Career Centre
(One Marina Boulevard)**

1 Marina Boulevard, #B1-03,
Singapore 018989

Operating Hours

Mondays: 2:30pm – 5:00pm
Tuesdays – Fridays: 9:00am – 5:00pm
Saturdays: 9:00am – 1:00pm

**e2i Career Centre
(Our Tampines Hub)**

ServiceSG Centre Our Tampines Hub,
1 Tampines Walk, #01-21,
Singapore 528523

Operating Hours

Mondays: 2:30pm – 5:00pm
Tuesdays – Fridays: 9:00am – 5:00pm
Saturdays: 9:00am – 1:00pm

**e2i Career Centre
(Woodlands Civic Centre)**

ServiceSG Centre Woodlands,
900 South Woodlands Drive,
#03-01 Woodlands Civic Centre,
Singapore 730900

Or make an appointment at any of our 23 Jobs & Skills Centres located island wide:

<https://www.e2i.com.sg/locations/#SGUJSC>

NTUC Job Security Council's Telegram Channels

Be alerted to daily on the latest job vacancies from hiring companies

Subscribe to **PMET Job-Alert**

(e.g. Analysts, Engineers, Executives, Technicians etc)

<https://bit.ly/jsc-ja-pmet>



Subscribe to Non-**PMET Job-Alert**

(e.g. Temporary, Part-time jobs, Operators, Packer roles)

<https://bit.ly/jsc-ja-nonpmet>

