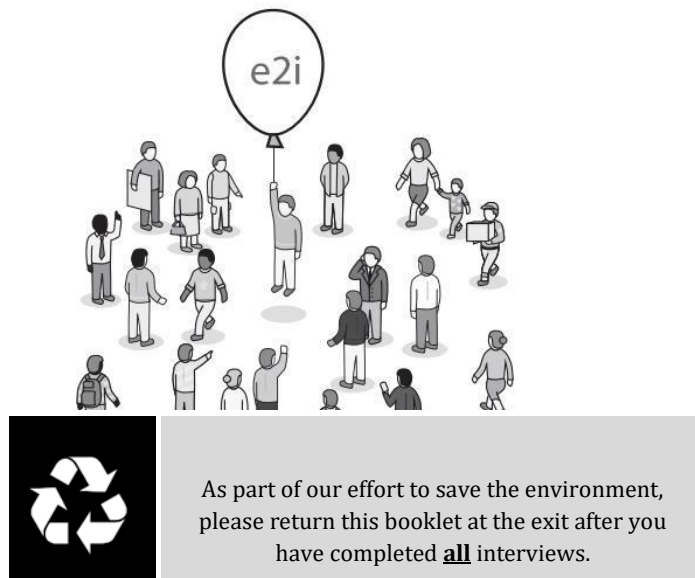


e2i Built Environment Integrated Facility Management Recruitment Job Fair

Together, Potential Meets Opportunities

JOB LISTING BOOKLET



Time: 10am - 4pm

About e2i (Employment and Employability Institute)

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

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#1 OneStop Security Platform Pte Ltd

OSP was founded with the intention to be a catalyst and enabler to create value for stakeholders in the security industry. We recognise the challenges faced by the industry especially in the area of manpower, training & development and resources. As such, OSP was launched to provide a one-stop centre with dedicated services for the stakeholders in the security industry to use with the aim to resolve their challenges and to prepare for the future.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Hotel Dishwasher	<p>Job Description:</p> <ul style="list-style-type: none"> General cleaning of kitchen areas. Cleaning of plates, bowls, pots, pans & utensils (where required). Other general cleaning of assigned work site. Other ad-hoc cleaning works as directed by Supervisor. <p>Job Requirement:</p> <ul style="list-style-type: none"> General cleaning of kitchen areas. Cleaning of plates, bowls, pots, pans & utensils (where required). Other general cleaning of assigned work site. Other ad-hoc cleaning works as directed by Supervisor. 	<p>Working Hours:</p> <ul style="list-style-type: none"> Kitchen #1: 7:00am - 7:00pm Kitchen #2: 10:00am - 10:00pm Kitchen #3: 11:00am - 11:00pm Night Shift: 11:00pm - 7:00am
Hospital Dishwasher	<p>Job Description:</p> <ul style="list-style-type: none"> General cleaning of kitchen areas. Cleaning of plates, bowls, pots, pans & utensils (where required). Other general cleaning of assigned work site. Other ad-hoc cleaning works as directed by Supervisor. <p>Job Requirement:</p> <ul style="list-style-type: none"> General cleaning of kitchen areas. Cleaning of plates, bowls, pots, pans & utensils (where required). Other general cleaning of assigned work site. Other ad-hoc cleaning works as directed by Supervisor. 	<p>Working Hours:</p> <ul style="list-style-type: none"> 9:00am – 9:00pm
General Cleaners	<p>Job Description:</p> <ul style="list-style-type: none"> Cleaning of offices, laboratories, washrooms, and common areas. Other ad-hoc work as directed by the Management or Supervisor. <p>Job Requirement:</p> <ul style="list-style-type: none"> Physically fit. Positive working attitude. 6 months to 1 year experience as a cleaner is advantageous. Basic command of English to communicate with site Management and tenants whenever required. 	<p>Working Hours:</p> <ul style="list-style-type: none"> Monday - Friday: 7:30am - 4:30pm Saturday: 7:30am - 12:30pm
Technician	<p>Job Description:</p> <ul style="list-style-type: none"> Conduct regular checks and inspections on the grounds and report on irregularities found so as to ensure proper operation of the building. Carry out servicing, repairs and modification works such as replacing light bulbs, water taps and handyman services. Carry out preventive and adhoc maintenance work. To perform other job related and ad hoc duties as assigned. <p>Job Requirement:</p> <ul style="list-style-type: none"> NITEC in Engineering or Building Services discipline or Relevant trade training, WSQ certificates and experience will be considered. Preferably with at least 3 years of relevant work experience. Must be a team player as and when necessary. May be expected to work after normal working hours if necessary. 	<p>Working Hours:</p> <ul style="list-style-type: none"> Monday: Off Tuesday to Sunday: 9:00am – 6:00pm Or shift work

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Service Consultant - Foreign Domestic Worker Services	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Find prospects and leads and understand our service offerings. • Provide quality customer service to customers and perform service recovery when needed. • Understand the needs and explain how we can align with their needs. • Facilitate the selection & interview of Migrant Domestic Workers. • Administrative and training duties in connection with the placement of Migrant Domestic Workers. • Ensure that all the necessary documents are processed with the Ministry of Manpower. • Travel to customers' location to follow up on leads. • Any other ad-hoc duties may be assigned from time to time. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Certificate of Employment Intermediaries (CEI) is a distinct advantage. • Applicants without CEI may also apply - Candidates will be required to take the course & exam (sponsored by Company) as per MOM requirement. • Able to communicate in spoken Mandarin and/or dialects, to communicate with Mandarin speaking only clients and their family members (e.g. elderly who may only speak Mandarin and/or dialect). • Minimally 2 years' working experience in customer service field. • Team player and able to work independently. • Good time management skills. • Great interpersonal and communication skills. • Willing to work on Weekends / Public Holidays (off days based on duty roster). 	<p>Working Hours:</p> <ul style="list-style-type: none"> • 9:00am - 6:00pm
Electrician	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Installation of devices, not limited to sensors and other electrical/mechanical devices. • Perform maintenance at site, not limited to AST devices. • Attending site survey/inspection of potential sites. • Any other technical related issues. • Perform other related duties as required. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Proven experience in Electrical Installation Works • Effective communication and interpersonal skills. • Ability to work independently and collaboratively within a team. • Knowledge of relevant Workplace Safety laws, regulations, and compliance standards. • Proactive problem-solving and critical-thinking skills. • Class 3 Driving License. 	<p>Working Hours:</p> <ul style="list-style-type: none"> • Mon to Fri 9:00am – 6:00pm

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
BD/Project Admin	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Arrange and coordinate meetings with clients (internal and external). • Record meeting minutes and follow up on tasks. • Preparation of business proposals and quotations. • Preparation of monthly executive summary for management review. • Prepare and coordinate installation. • Customers relationship management. • Any other ad-hoc duties which may be assigned from time to time. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Proficiency in Microsoft Office Suite. • Experience with Inventory Management • Strong organizational and multitasking abilities. • Excellent attention to detail and accuracy in work. • Effective communication and interpersonal skills. • Ability to work independently and collaboratively within a team. • Prior experience in general office administration is a plus. • Proactive problem-solving and critical-thinking skills. 	<p>Working Hours:</p> <ul style="list-style-type: none"> • Mon to Fri 9:00am – 6:00pm
Security Officers (various ranks, SO to SSS)	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Depends on work site requirement. • Access control. • Incident reporting. • Patrolling and clocking. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Valid PLRD license requirement. • Physically fit. • Team player and able to work independently. • Age 60 and above must be medically fit to work and certified by a registered medical doctor. 	<p>Working Hours:</p> <ul style="list-style-type: none"> • Depends on site • 12 hours shift (day/night) • 5/6 alternate work week available