

e2i-UEMS Solutions Pte Ltd Job Fair

Together, Potential Meets Opportunities

JOB LISTING BOOKLET



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

Content Page

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

#1 UEMS Solutions Pte Ltd.....	3
• Housekeepers.....	3
• Porters.....	3
• Healthcare Attendant.....	3
• Healthcare Attendant.....	4
• Linen Attendant	4
• Patient Service Associate / Concierge Specialist	4
• Housekeeping Team Leader /Supervisor	5
• Team Leader (Visitor Service Management)	5
• Pantry Attendant.....	5
• Steward	6
• Room Attendant.....	6
• Public Area Cleaners	6
• High Rise Specialist.....	7
• Meal Service Associate.....	7
• Senior Software Engineer.....	7
• Finance Admin.....	8
• Payroll Executive	8
• Training Executive	9
• Technical Specialist (Mechanical)	10
• Concierge Service	10

#1 UEMS Solutions Pte Ltd

Click Here for Table of Content

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Housekeepers	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> To perform daily housekeeping tasks; changing bed sheets, compound area cleaning, toilet washing, office cleaning, high dusting, surface wiping, floor sweeping and mopping, replenish of consumable items, clearing of rubbish etc. Attending in-service training to learn new skills and service knowledge to perform housekeeping services. Use various cleaning chemicals and disinfectants on deployed areas. Operate machinery for project and periodic cleaning, disinfection on non-medical/medical equipment, if required. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> No qualification is needed, training will be provided. 	<p>Working Hours:</p> <ul style="list-style-type: none"> 6 days/week 44 hours/week Full Time / Permanent Location: Island wide
Porters	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> With the help of ward staff, assist in transporting and transferring patients on trolley to the wards and to other hospitals, where required. With the help of ward staff, assist in receiving and transferring patients from and to the ambulance, where required. With the help of ward staff, assist fall risk patients on and off wheelchairs. Send patients to ancillary departments for treatment/examination. Send and collect equipment /specimens/blood/x-rays films/case records from allied health/ancillary departments. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> No minimum qualification required, and training will be provided. Physically fit for lifting, walking, pushing, etc. Ability to respect patient confidentiality. Ability to follow instructions. Bilingual as to be able to communicate with patients from all walks of life. To be able to carry out basic tasks on a hand-held device. 	<p>Working Hours:</p> <ul style="list-style-type: none"> 6 days/week 7am to 4pm 8am to 5pm 9am to 6pm 12pm to 9pm 1pm to 10pm 9pm to 6am Full Time / Permanent Location: Island wide
Healthcare Attendant	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Distribute water jugs and cups. Top up patients' water flask. Clearing meal trays, cups & cutlery and put inside the food trolleys. Clearing of patients' teacups and plates after tea break and put in pantry. Wipe and sanitize each cardiac table after patients' meals / tea break. Clean sluice room. Clean up the patient's pantry. Clear soiled linen, put into bags, tie and send to refuse room. Distribute clean pajama's and towels for the next day. Clear rubbish from patient cubicles and staff area (midnight team only). Any other relevant duties as and when assigned by the Superior. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> Above to read and write in simple English. Able to carry out above work scope in a standard procedure. 	<p>Working Hours:</p> <ul style="list-style-type: none"> 6 days/week 6.45am to 4.15pm or 12.15pm to 9.45pm Full Time / Permanent Location: Seng Kang

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Healthcare Attendant	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Assisting in sending specimens to labs. Assisting in sending patients to wards if needed. Topping up PPE and consumables in screening area. Assisting in collection of medications. Perform any other duties assigned by the department-in-charge. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> Able to read and write in simple English. Able to carry out the above work scope and any other duties assigned by the department-in-charge in a standard procedure. 	<p>Working Hours:</p> <ul style="list-style-type: none"> 6 days/week 7am to 7pm or 7pm to 7am Full Time / Permanent Location: Novena
Linen Attendant	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Report to Linen Supervisor/Executive on any linen operational concerns. Receive and verify the quantity of clean linen delivered by launderer. Pack and store clean linen onto linen room rack and/or designated linen locations. Pack clean linen onto linen trolleys for respective user department accordingly and report if otherwise. Collect soiled linen daily as per schedule. Clean and sanitize all linen trolleys before and after use in accordance to established SOP. Conduct linen quality inspection and prepare linen condemn list in accordance with pre-determined schedule. Examine laundered items to ensure cleanliness and serviceability. Issue memo to launderer for rewashing linen. Maintain proper and accurate inventory linen stock movement record. Keep the linen room in clean and orderly condition. Assist in answering calls from service hotline. Any other relevant duties as and when assigned by Linen Supervisor/Executive. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> Able to read and write in simple English. 	<p>Working Hours:</p> <ul style="list-style-type: none"> 6 days/week 7.30am to 3.30pm 7:30am to 4:30pm Full Time / Permanent Location: Island wide
Patient Service Associate / Concierge Specialist	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Perform visitor registration, concierge services and information counter services. Handle complaints/ feedback and resolve issues by performing service recovery. To update or escalate to Team Leader of any incident that occurred and steps taken to rectify issues. Assist in kiosk registration, queue management, entry and exit access via gantries. Attended patients/ visitors' enquiries and feedback. Provide wayfinding and wheelchair assistance. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> Minimum O' level Ability to handle difficult situations. Willing to work on weekends & public holidays. 	<p>Working Hours:</p> <ul style="list-style-type: none"> 5 days/week 7:30am to 5pm 8am to 5:30pm 11.30am to 9pm Full Time / Permanent Location: Outram Park

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Housekeeping Team Leader / Supervisor	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Supervise a team of Housekeepers in carrying out our cleaning works and maintaining cleanliness of the assigned areas. Conduct regular roll-call and ensure staff are properly attired and groomed, and necessary information cascaded during the roll-call. Handle feedback and complaints, respond to customer's request promptly. To escalate to Superior when necessary. Maintain and ensure that all equipment is clean, well labelled and in good working conditions. Oversee the planning and scheduling of the Housekeepers. Any other relevant duties as and when assigned by the Superior. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> No qualification needed training will be provided. 	<p>Working Hours:</p> <ul style="list-style-type: none"> 6 days/week 7am to 4pm 8am to 5pm 9am to 6 pm 12pm to 9pm 1pm to 10pm 9pm to 6am 10pm to 7am Full Time / Permanent Location: Island Wide
Team Leader (Visitor Service Management)	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> To carry out counter operations according to the hospital's guidelines, procedures, and policies consistently. Plan weekly duty roster and manage the deployment of staff for all Visitor Registration Counters. Supervise and monitor the performance of staff to ensure service levels are met. Provide coaching and counselling when necessary. Manage resources including manpower, equipment and supplies in daily operations. Investigate causes of discrepancies and complaints and take corrective actions. Raise necessary documentations (Incident Report [IR]). <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> Minimum 3 years of experience in customer service-related field and one year of supervisory experience. Able to perform physical job duties like carrying and moving of items. Proficient in the English language to enable good communications with visitors and staff. Good natured and patient. Have good temperament to handle difficult visitors and staff. Good typing skills. Ability to be familiar with the computer and the good knowledge to comprehend and learn and apply a new system quickly and accurately. 	<p>Working Hours:</p> <ul style="list-style-type: none"> 6 days/week 6:30am to 4pm 7:30am to 5pm 10:30am to 8pm 11:30am to 9pm Full Time / Permanent Location: Outram Park
Pantry Attendant	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Docking food trolleys to docker. Sending food trolleys from AGV station to wards. Prepare and send beverages to wards. Collecting soiled trolleys from wards and return to AGV station. Collecting and washing soiled cups and trays. Maintain cleanness of the pantries. Report defects. Perform other duties as assigned. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> Able to learn and adapt into the working environment of hospital setting. Training would be provided with assessment. 	<p>Working Hours:</p> <ul style="list-style-type: none"> 6 days/week 1pm to 9pm Full Time / Permanent Location: Jurong East/ Alexandra

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Steward	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Cleaning of all kitchen areas, equipment, and chiller room. Washing of all soiled crockery, utensils, food warmer carts and GN trolleys in the kitchen dishwashing area. Washing of all wards' crockery including cups and water jugs. Delivery of patient and staff meals to Urgent Care Centre (UCC), Ambulatory Surgery Centre (ASC), Day Surgery, Endoscopy patients' meal, Clinics and Inpatient wards or any other service areas required. Delivery of dry ration / ward ration to all wards & clinics. Management of crockery stock in kitchen, including packing of cutlery. Manage waste and carton boxes disposal including provision of bins. Collection of soiled patient meal trays from wards that did not make it to food warmer carts return. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> Able to learn and adapt into the working environment of hospital setting. Physically fit and able to take physical requirement on the daily operation activities. Training would be provided with assessment. Willing to work on weekends and public holidays. 	<p>Working Hours:</p> <ul style="list-style-type: none"> 6 days/week 1pm to 9pm Full Time / Permanent Location: Jurong East /Alexandra
Room Attendant	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Performing in daily cleaning of the guest room, common areas, and replenishment of amenities. Ensuring the cleanliness of the guest rooms and the common area must meet the standard requirement by Management. To carry out other duties as assigned by the housekeeping supervisor or the Management. Handle housekeeping requests by guests. To check and deliver the guest's laundry to the guest room daily. Able to handle all kinds of chemicals required for cleaning duties. Undertake any other ad hoc duties as and when assigned by the superior. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> No experience required. 	<p>Working Hours:</p> <ul style="list-style-type: none"> 6 days/week 8:30am to 4:30pm Full Time / Permanent Location: Central
Public Area Cleaners	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Ensure all public restrooms, toilets are cleaned, and amenities are stocked at all times/ Maintain cleanliness of walls, floors, doors, and table tops as and when necessary, in the lobby area at all times. Empty and clear trash bins in public areas Maintain furniture and equipment in a serviceable condition and report any defects immediately to the superior. Handle all lost and found properties by following the correct procedure. Carry out any projects and assignments as directed by the Superior. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> No experience 	<p>Working Hours:</p> <ul style="list-style-type: none"> 6 days/week 7am to 4pm 9am to 6 pm 2pm to 11pm 10pm to 7am Full Time / Permanent Location: Central

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High Rise Specialist	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> To perform external façade and other housekeeping / high rise cleaning works in assigned areas. To adhere to the established safety standards. To conduct inspection of equipment being used and to report to the Superior of any equipment that is not in good working condition. To set up and dismantle equipment and to ensure proper storage at the end of each work shift. To multi-task and perform any other projects such as project cleaning using machines as and when required. Any other relevant duties as and when assigned by the Superior. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> Physically fit and able to take physical requirement on the daily operation activities. 	<p>Working Hours:</p> <ul style="list-style-type: none"> 6 days/week 44 hours/week Full Time / Permanent Location: Island wide
Meal Service Associate	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Updating patient's meal requirements in meal ordering system. Serving of meals (Breakfast, Lunch, Dinner, Tea Break) & collection of meal trays after meal service. Preparation and serving of beverages. Serving of adhoc beverages, snacks and supper. General maintenance and stocking of ward pantry (includes wipe down of ward trolleys). Gather patient feedback and attend to and resolve patients' feedback on meal related issues. May be required to conduct beverage preparation in Central Kitchen. Any other Meal Service Associate related work scope as required. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> Able to read, write and communicate in basic English. Training provided. 	<p>Working Hours:</p> <ul style="list-style-type: none"> 6 days/week 44 hours/week Full Time / Permanent Location: Outram Park
Senior Software Engineer	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Design and develop a rich software application that meets the user requirements. Actively participate in daily standups and project meetings with teams on the technical requirements of application development. Participate actively in supporting system testing & user acceptance testing while deploying the application on production setup. Support through GOLIVE activities to ensure any reported issues are resolved. Provide application production support by coordinating with the infra team for feature deployment. Conduct source code review and penetration test remediation on the developed application modules. Provide technical suggestions for issues raised during implementation that lead to improved features. Collaborate with team members through the project and post-implementation cycle. Participate in technical discussions with customers, and internal & vendor teams to provide development inputs to deliverables. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> Strong technical skills in .NET Core / C# / SQL Server are essential. Experienced in developing applications using .NET Framework, C#. Proficient in using TypeScript frameworks Angular. 	<p>Working Hours:</p> <ul style="list-style-type: none"> 5 days/week 8:30-5:45pm Full Time / Permanent Location: Siemens Centre

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	<ul style="list-style-type: none"> • Proficient in HTML, CSS/SCSS, Bootstrap, Figma. • Proficient in database design and DB development using SQL Server. • Working knowledge of collaboration tools like. GitHub/Bitbucket, Jira/Slack. • Good Analytical skills coupled with good interpersonal & communication skills. • Proven experience in driving and leading projects while collaborating across multi-functional teams to conduct requirement gathering, perform impact analysis, and craft project plans. • Experience using Microsoft Azure development platform and services such as Logic Apps, App Services, and SQL database. • .NET Core version 3 and above with an understanding of Restful API, OAUTH, 2-way SSL, micro-services. 	
Finance Admin	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • To keep proper records and account for all monies collected • To prepare monthly statement of accounts and to submit it to the Authority. • To ensure that petty cash impress (if any) to be kept at the limit approved by the Authority and not used in any other expenditure, unless with the written approval of the Authority. • To maintain and manage the maintenance and operating funds (if assigned) by the Authority. • To liaise with the appointed auditors for the audits of accounts as required by law and/or directed by the Authority. • To prepare weekly, monthly, and yearly expenditure report for all works carried out and to submit to the Authority. • To recommend to the Authority, the appropriate service charge and rent to be recovered from the Authority's tenants and occupants within the building. • To attend to all correspondence relating to the buildings on behalf of the Authority. • To assist in courses / trainings arrangement and maintain proper records and filing of all correspondence, documents, and materials. • To maintain and update the occupant data of the buildings, occupant names and submit a monthly report on occupancy rate and projection for occupancy. • To prepare all weekly, monthly, and yearly reports for approval including update on presentation slides for CEO Quarterly Meeting. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Degree in Accounting from a recognized University. • Minimum 3 years of relevant experience in Finance / Accounting. 	<p>Working Hours:</p> <ul style="list-style-type: none"> • 6 days/week • 8:30-5:45pm • Full Time / Permanent • Location: Jurong
Payroll Executive	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • In-charge of tracking attendance records in system and manual attendance records for computation of payments. • Ensure timely and accurate processing of salaries for new hires and resignees, collation of overtime claims, incentives, and allowances. • Issue payment vouchers and consolidate payroll reports. • Income tax submission for foreign employees. • Timely submission of statutory leave claims. • Extract data, generate HR reports and provide analysis reports as and when required. • Attend to queries on payroll related matters. • Work closely with other payroll colleagues on payroll related projects. 	<p>Working Hours:</p> <ul style="list-style-type: none"> • 5 days/week • 8:30-5:45pm • Full Time / Permanent • Location: Island wide

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Undertake ad-hoc HR and payroll projects as and when assigned. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> Diploma / Degree in Business, Accounting or equivalent. Relevant experience in payroll and good knowledge of Employment Acts. Able to work in a fast-paced environment and manage payroll for large headcounts. Proficient in Microsoft Excel and HR systems. Strong sense of urgency and commitment to meet tight deadlines. 	
Training Executive	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Submit monthly training reports, feedback, assessment, and audit reports on time. Plan and submit trainer's monthly calendar, learning needs analysis, training plan and trainer hours report. Develop and / or improve training materials in order to better facilitate training, ensuring consistency, quality and up to date. Review and / or develop any new OJT blueprints with better quality and up to date that meet the requirements of client. Manage and maintain up to date facility training databases, records, and documentation in order to ensure proper tracking and reporting. Handle facility training administration & coordination, including registration of training courses. Conduct and facilitate training including orientation, On-the-Job (Practical / Hands on) training and WSQ Programs. Conduct and facilitate assigned sites training quality audits, including to support facility audit. Improve training and audit processes, documents, and forms for better productivity and efficiency at work. Assist in the company's continuous improvements and training related areas and its status as a SSG Approved Training Organization (ATO), ITE audits, and administration if required. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> Degree / Diploma in any discipline. Candidates with relevant experience in training, healthcare and as trainer will have an advantage. Candidates with ACTA and/or DACE will have an advantage. Proficiency in Microsoft Office applications, especially excel, word and PowerPoint. Highly positive with the "can-do" spirit. High adaptability and able to think on his / her feet in any situation. Strong written and oral communications. Bilingualism will be an advantage. Independent and ability to work with minimum supervision in fast-paced environment. Proactive and takes initiatives. Willing to work on weekends if there are any training needs / adhoc training requests by clients. 	<p>Working Hours:</p> <ul style="list-style-type: none"> 5 days/week 8:30-5:45pm Full Time / Permanent Location: Siemens Centre

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Technical Specialist (Mechanical)	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Lead the Technical Support Team. • Manage the distribution of work orders within the Technical Support Team. • Manage and maintain the workshop in accordance with workplace safety requirements. • Provide Technical support to sites and stores (preferably knowledge in the maintenance and troubleshooting of cleaning machines etc). • Diagnose and resolve hardware issue. • Liaising with the suppliers or subcontractor on troubleshooting of autonomous machine and equipment faults that require supplier in-house expertise to repair. • Carry out repair and plan preventive maintenance of in houses or sites' machines and equipment. • Attend and complete each Work Order Issued. • Generate monthly workorder status report for management review. • Attend product trainings conducted by suppliers or contractors. • Conduct Technical Training at sites on bi-annual basis. • Perform ad-hoc assignments tasked by superior. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • 2 years of related working experience in repair and maintenance works (Preferably in Healthcare and Facility Management) • Diploma in Mechanical/Electrical/Mechatronic Engineering • Must possess own transportation. 	<p>Working Hours:</p> <ul style="list-style-type: none"> • 5 days/week • 8:30-5:45pm • Full Time / Permanent • Location: Island wide
Concierge Service	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Project an exceptionally professional demeanour with a strong focus on hospitality and top-notch customer service. • Ensure every customer/tenant receives a warm and genuine welcome upon arrival and a heartfelt farewell when departing, both from you and your team. • Provide assistance at the driveway or entrance while maintaining an elegant appearance in the customer lobby and Concierge areas at all times. • Create unforgettable experiences for customers/tenants by delivering swift and personalized service, with a keen eye on recognizing and recording their preferences. • Resolve tenant concerns promptly and utilize their feedback to enhance overall service satisfaction. • Gather and share local insights to fulfil customer requests, including information about sporting events, points of interest, and local dining establishments. • Foster strong customer and tenant relationships in a brief period. • Skillfully meet the unique cultural requirements of customers from diverse backgrounds around the world. • Extend a tailored service experience to C-Suite or equivalent customers/tenants. • Support in any other ad-hoc duties when assigned. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Minimum O' level • Ability to handle difficult situations. • Willing to work on weekends & public holidays. • Able to start immediately or within short notice. 	<p>Working Hours:</p> <ul style="list-style-type: none"> • 5 days/week • 7:30am-5pm 9am-6:30pm 12pm-9:30pm • Full Time / Permanent • Location: MBFC