

e2i & JLL Job Fair

Together, Potential Meets Opportunities

JOB LISTING BOOKLET



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

About e2i (Employment and Employability Institute)

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

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Facilities Technician	<u>Job Description:</u> - To conduct daily site inspection and assessment of facilities to ensure all building procedures and performance measures are adhered to. Including daily reading of water and electrical meters. - To always ensure premises to be in neat and good working condition. - To perform regular checks to all essential equipment and ensure critical equipment to be in good operating condition. - To conduct monthly joint EHS inspection with site staff to ensure no workplace safety violations and noncompliance. Any anomalies must be rectified accordingly. - To maintain proper inventory of office keys and ensure all keys are in good order. - To perform daily ambient temperature checks and adjust accordingly to site requirement. - To provide escort for all vendors including delivery, maintenance, preventive, and reactive services within premises. - To perform basic electrical work including power trip reset, minor rectification or replacement of power switches, light fittings and light tubes. - To perform basic plumbing work such as removal of chokes, attend to leakages, replacement of kitchen faucet, washroom bidet etc. - To perform basic fan coil unit (FCU) check and maintenance. - To ensure premises is in aesthetically good condition, touch up or rectify when necessary. - To perform M.A.C (Move, Add and Change) of furniture and workspace when required. - To replace faulty lockset for pedestal, cabinets, and cupboards - To ensure doors are in good working condition, conduct repair work including door hinges, stopper, lockset when needed. - To provide onsite meeting rooms, events, seasonal setup support, including but not limited to decoration, poster management. - To ensure proper inventory management for supplies and tools. - To attend to fault calls and emergency escalation. - To perform any ad-hoc duties when requested. <u>Job Requirement:</u> - NITEC in Mechanical / Electrical Engineering. - Minimum 1 year of working experience.	Working Hours: 5.5 days - Office Hours - Full Time/ Permanent Location: - West
Facilities Technician	<u>Job Description:</u> Integrated Facilities Management What this job involves: Greasing the wheels of day-to-day operations You will be involved in the overall upkeep of plant and facilities equipment to ensure smooth daily operations. To do this, you'll need to regularly inspect all equipment rooms and other facilities and take note of any problems using the predefined checklists. Also, part of your responsibilities is to walk the duty technicians through weekend work plans, and give out technical recommendations, as needed.	Working Hours: 4 days - Rotating Shift - Full Time/ Permanent Location: - southwest

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	Being the front line for maintenance needs Our clients will come to you for equipment fixes, so you'll be expected to be skilled in carrying out repairs. At the same time, you should always be ready to get hold of vendors to do maintenance work at a moment's notice. On top of this, you'll also have to speed up any required equipment moves, adds, and changes implementation. In every decision or action, you will make, you'll need to keep in mind that you follow local governmental rules and regulations to avoid any legal troubles. Sound like you? To apply, you need to be: Certified and experienced Are you certified to do electrical or mechanical repair? Have you worked in a facilities and maintenance role before? If yes, then you are who we're looking for! Good-natured and customer-oriented can you clearly report issues and problems and provide clear instruction to repair bugs and malfunctions? To serve clients the best way possible, good communication skills—both written and spoken—will also be indispensable for this role. <u>Job Requirement:</u> • NITEC in Mechanical / Electrical Engineering. • Minimum 1 year of working experience.	
Property Officer (HDB)	<u>Job Description:</u> Site Operations Management • Maintain premises in neat and good working condition at all times. • To ensure works carried out by contractors/service providers has been complete satisfactorily and follow up on any deficiencies, if any. • Assists request/complains by tenants on facilities need (e.g. air-con, faulty facility fitting, access etc). • Works closely with clients and suppliers/vendors onsite to identify their facility-related enquiries and requirements. • Maintains a safe and risk-free office space environment by following procedures, rules, and regulations. • Conduct site inspections and assessments to ensure all building procedures and performance measures are maintain at all times. <u>Job Requirement:</u> • Nitec in Electrical/Mechanical Engineering. • Minimum 2 years of relevant working experience.	Working Hours: • 5.5 days • Office Hours • Full Time/ Permanent • Location: Islandwide
Property Officer (Condominium)	<u>Job Description:</u> Taking care of the daily operations • The site's daily operations will be at the heart of your role. As the person in charge, you'll help the site managers provide high-quality property management services and plan the site's daily operational activities. You need to constantly wear your proactive hat as you will be responsible in the site's upkeep and emergency/crisis management plans.	Working Hours: • 5.25 days • Office Hours • Full Time/ Permanent • Location: Central/North

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	Winning clients' trust and confidence - At JLL, we value client satisfaction above all else; and an ideal candidate will uphold this vision. As property officer, you'll ensure that we constantly satisfy our clients with excellent services that meet their business needs. You'll also see to it that the site's operation complies with relevant building statutory requirements. Likewise, you'll champion good working relationships with various people such as council members, residents, and your team member. Sound like you? To apply you need to be: - Knowledgeable and experienced - Do you have a strong grip of BMSMA laws related to a condominium? Do you have two to three years' experience in residential property management? Are you an ace in Microsoft Office Software and condominium management software? If you said yes to all these, then we are more than happy to work with you. <u>Job Requirement:</u> - Nitec in Electrical/Mechanical Engineering. - Minimum 2 years of relevant working experience.	
Property Executive	<u>Job Description:</u> - Lead the team of Property Officers and Technical Officers in the management and maintenance of the Site. Monitors and ensures each staff discharges their duties diligently. - Ensure full compliance of Contract Specifications service level and KPIs. - Vet applications, documents and submissions for accuracy and quality before they are sent to SO's Rep. - Ensure that the SO's Rep's instructions are properly carried out. - Ensure that the Services are carried out in accordance with the HDB's guidelines, Standard Operating Procedures (SOPs) and statutory requirements. - Ensure public / motorists / tenants' feedback and complaints are attended to according to the timeframe stipulated. - Prepare and submit Management Reports to the SO's Rep. - Attend to and follow up on crisis management. - Collation of information required (upon instructed by the SO's Rep) from the Sites. Tenancy / Customer / Consultant Engagement - Liaise and meet tenants and other stakeholders for all matters, including tenancy, upgrading/improvement works, maintenance and customer engagement. - Ensure tracking and follow up Arrears and Ex-Tenancy Arrears management. - Regular dialogue with tenants / customer engagement. - Ensure prompt delivery of Services to the HDB and customers, including tenants, residents, motorists, grassroots organisation, and shoppers.	Working Hours: 5.25 days - Office Hours - Full Time/ Permanent Location: - Islandwide

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	• Manage the green leases at the Sites which includes vetting through tenants' renovation applications and ensuring that tenants follow their "green" commitment as stated in their leases. • Plan and schedule yearly inspection checks for all HDB tenancies (including Social Communal Facilities), leases and TOL and ensure prompt update of status through the monthly reports. • Upon request by the HDB, to liaise with tenants and the HDB's appointed vendor for all Point of Sale (POS) matters Maintenance. • Conduct site inspections for each Site at least twice every week. <u>Job Requirement:</u> • Diploma in Building. • Minimum 3 years of relevant working experience.	
Building Manager (Grade A Commercial)	<u>Job Description:</u> • Lead and manage a team with areas of responsibility including transactional financial, OH&S, (EEO), operational, HR, negotiation and contracting. • Contribute to the development and fulfilment of asset strategies by developing asset strategies and plans. • Ensure that client asset plan expenditure savings targets are achieved. • Deliver an exceptional quality of service to the client, as reflected by client feedback. • Ensure that the property asset management service offering is developed, implemented, achieved, and maintained. • Ensure the timely and accurate delivery to the client and senior management of analysis and information for the asset plan, management reports, client's Annual Reports, Business Plans / overheads and others as required by the management company, relevant authorities, and the client. • Ensure that there are no major risks associated with public liability, fire and lift safety, essential services, non-essential services, the staff and office and contractors. This includes addressing all issues within the appropriate timeframes and ensuring the clients risk management plan is in place for the asset, particularly covering contractors and the management company team. • Ensure that all building systems are operating and maintained appropriately. • Ensure all Asset Plan and Business Plan KPI's/targets are achieved, including but not limited to capital expenditure and OH&S. • Ensure all staff and contractors receive up to date training and site inductions. • Develop the team through performance assessments and training, managing staff workload through correct resourcing and developing a succession plan for key team members. • Ensure that all elements of the Managing Agent Agreement with the client are understood and complied with by the team. • Implement and supervise a Planned Preventive Maintenance Programme (PPMP) for all Building and Fire Safety systems including the	Working Hours: • 5.25 days • Office Hours • Full Time/ Permanent Location: • Central

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	fire alarm/sprinkler system, smoke control system, PA System, DECAM and soft services. • Ensure contractors, vendors and technicians complete all repair and maintenance works and soft services within the required timelines and in accordance to the standards set by OMS/Management or required by Standards relevant Codes of Practice; • Plan and procure relevant maintenance services of all Building, Fire Safety Systems including ensuring adequate inventory of spare parts and consumables. • Responsible for the fire safety systems including supervising the appointed Senior/Fire Safety Manager. • Review Fire Safety procedures and emergency responses (Evacuation, Fire Fighting, In-place Protection, ERP etc.), set up the Certified Emergency Response Teams (CERT). <u>Job Requirement:</u> • Diploma in Building. • Minimum 3 years of relevant working experience.	
Audio Video Technician	<u>Job Description:</u> • Assist the Events Executive in providing engineering and event support to the Pay Per Use Facilities, Training Room, Event Halls as well as other event areas. • Carries out maintenance work in accordance to maintenance schedule and monitor AV contractors in carrying out of regular servicing. • First line of response in attending to users' feedback on events venue. • Performs basic AV troubleshooting and diagnosis on AV issues and requests. • Provides feedback on AV equipment performance, safety requirements and improvement work to be carried out. • Assist in the event turnover and set up of event spaces as per the required configurations Standing by of events and setting up of the AV system and equipment. • Conduct regular inspection to AV system and equipment and submit regular reports to the e2i. • Ensure proper handing and taking over of the event spaces and equipment as well as sign off to the user. • Track and take stock of the. <u>Job Requirement:</u> • Nitec in Electrical/Mechanical Engineering. • Minimum 2 years working experience.	Working Hours: • 5 days • Shift Works • Full Time/ Permanent Location: • West
Admin Assistant	<u>Job Description:</u> Your role will play a vital part in maintaining efficient operations and fulfilling our commitments to the Client and other stakeholders. • Act as the primary point of contact to manage the telephone hotline. • Respond to inquiries, requests, and concerns from client promptly and professionally. • Assist team managers in organizing and prioritizing tasks, including schedule and appointments when required.	Working Hours: • 5 days • Office hours • Full Time/ Permanent Location: • Islandwide

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	• Ensure that all communications with client are accurately documented and tracked. • Generate monthly routine reports for manager's review. • Check and verify monthly routine and ad-hoc reports as required. • Track and monitor tasks assigned to inspectors to ensure timely submission of reports to Client. • Upload ad-hoc reports to designated platforms when required • Check and verify the accuracy of inspectors' monthly claim payment. • Prepare and submit regular management reports to Client. • Assist managers with vendors liaison for ad-hoc repairs and maintenance works. • Be prepared to handle other ad-hoc duties and tasks as required by the team and management. <u>Job Requirement:</u> • GCE 'O' Level / NITEC. • Minimum 1 year working experience.	
M&E Executive	<u>Job Description:</u> • Responsible for the overall day-to-day maintenance and operations of M&E systems including Electrical Installation, ACMV system, Lighting, Generator Sets, AV System, Fire Protection System, Elevators & Escalators, Telecommunication, Kitchen Exhaust System, Grease Interceptor system, Wi-fi System, etc. • Monitor and maintain the efficient and safe operation of all M&E & related systems to ensure smooth operations. • Ensure all systems operate in accordance with the system design and operation intent. • Develop and monitor preventive and comprehensive maintenance plan for the systems. • Plan and procure parts & maintenance services within set budget. • Coordinate and supervise maintenance activities to ensure contractors / vendors and technicians complete all repair and maintenance work within the required timelines and standards. • Carry out ad-hoc project works to enhance the M&E and related systems. • Review and approve tenant fit-out applications. • Prepare Expense Approvals and Proposal Papers for client's approval. • Manage the delivery of excellent customer services consistent with the required service standards. • Forecast, plan and prepare budget and monitor expenditure within the approved budget. • Liaise with and ensure professional management of tenants, business partners, government agencies, vendors/ suppliers. • Member of CERT Team. • Prepare and submit monthly reports. • Lead and supervise the M&E team to achieve set KPIs. • Assist in tender process, such as prepare tender specifications, conduct site show round and do tender clarification. • Work closely with other departments to deliver the above duties.	Working Hours: • 5 days • Office hours Full Time/ Permanent Location: • island wide

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	<u>Job Requirement:</u> - Degree in Mechanical/Electrical Engineering. - At least 3 years of relevant working experience.	
Concierge	<u>Job Description:</u> - You will be the go-to person for all facilities bookings, so you'll need to be a pro in using the visitor management system to register all tenants and guests. - You will be required to keep track of all updates and feedback into the OMS until a particular case is closed. You will also assist the management team on the day-to-day operations. <u>Job Requirement:</u> - GCE 'O' Level / NITEC. - Minimum 2 years working experience.	Working Hours: 5 days - Shift Works - Full Time/ Permanent Location: - West
Senior Tenant Relation Executive	<u>Job Description:</u> Administration - To prepare weekly/monthly meeting documents and minutes. - To organize social events & meetings. Tenant Communication: - Act as a point of contact for tenants, addressing their concerns, queries, and requests promptly and professionally. Maintain regular communication with tenants to understand their needs and identify areas for improvement. Conduct regular survey and achieve good results. Problem Solving: - Handle tenant complaints and disputes, working to find solutions and resolve issues in a fair and timely manner. Maintain accurate records of issues, resolutions, and follow-up actions taken. Tenant Retention: - Implement strategies to enhance tenant satisfaction, engagement, and retention. Organize tenant programs, events, and networking opportunities to foster a sense of community and collaboration within the building. Operations: - Collaborate with the operations team to ensure that maintenance, repairs, and service requests are addressed promptly and efficiently. Lead the concierge team to provide good customer service. Market Research: - Stay informed about industry trends, market conditions, and competitors to identify opportunities for improving tenant satisfaction and attracting new tenants. Reporting & Budgeting: - Prepare accurate, timely and completed reports, including monthly performance reports and variance reports for review by senior management. - Prepare annual budgets and quarterly reforecasts relating to the operating expenditure under your charge. - Manage all accounts payable for the property, including collection, and approval of invoices.	Working Hours: 5 days - Office Hours - Full Time/ Permanent Location: - Island wide

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	- Respond to problems and concerns and ensures compliance with rules and regulations. <u>Job Requirement:</u> - Diploma in Building - Minimum 3 years working experience.	
Technical Officer	<u>Job Description:</u> - Respond to tenants' maintenance requests within the stipulated time frame of 3 days for normal request: 1 day for urgent request and within the same business day for immediate request. - Upon completion of Site investigation, within 1 day to prepare the taking off with photos and submit to Manager for the issue of works orders for maintenance/repairs/replacement works to term contractors. - Where repair works are to be carried out, to monitor the work progress and ensure that the term contractor completes the repair works within 2 weeks for normal request and within 1 day for immediate request. - Confirm that the repair works are carried out in accordance with the specifications/procedures. - Monitor the contractor's performance closely. - Manage, maintain and ensure that the vacant premises and keep it in a state of good clean, marketable and tenantable condition. - Set up a proper filing and maintenance system for the management and maintenance of the Site, including preparation of maintenance schedules. - Plan and execute programmes for routine and preventive maintenance as well as improvement works for the premises. - Administer all warranties for the Site including equipment, fitting and fixtures for defects. - Carry out regular inspections of the Site and when directed, to ensure that the premises are in a good clean and tenantable, condition and properly maintained according to the standards required by the relevant authorities. - Supervise and ensure that all repairs for routine maintenance works undertaken by the various contractors are carried out properly. - Liaise with the respective contractors/specialists for works that are carried out at the Site and to monitor and report contractors' call-back performance and follow up on contractors' reports / feedback immediately. - Liaise and co-ordinate with the respective agencies to resolve issues at the premises. - Handle feedback /complaints from tenants/owners / agencies /public on matters pertaining to the commercial premises and to carry out night inspection to verify complaints if need be. - In addition to these primary duties, you may be required to perform other duties from time to time as and when required by the manager. <u>Job Requirement:</u> - Diploma in Building. - Minimum 3 years working experience.	Working Hours: 5 days - Office Hours - Full Time/ Permanent Location: - Islandwide

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Customer Relation Officer	<u>Job Description:</u> - Responsible for creating and maintaining positive relationships with tenants for the Client's properties. - Drive and support the operation team in the day-to-day operation and communication to tenants. - Ensure prompt and positive action on all tenants and member of public's complaints, questions, concerns, and suggestions, as well as conduct quality assurance follow-up via various channels. - Provide attention to serious cases and escalate to manager if required. - Identifying common problems and escalating them to management, along with possible suggestions for improvement, wherever possible. - Maintaining a polite, helpful, and professional manner. - Conduct surveys to gather tenants' and shoppers' feedback. - Hold regular dialogue sessions with the shop tenants or merchant associations to assess feedback and close any service delivery gaps. - Resolving disputes between tenants. - Review and maintain minutes for the monthly dialogue session prepared by site property officers. - Assist property officers in recovering arrears for utilities, a/c extension, rental fees and any other expenses and costs. - Assist in major events and activities held at site. - Assist in site operational matters when required by the manager. <u>Job Requirement:</u> - Diploma in Building. - Minimum 3 years working experience.	Working Hours: 5 days - Office Hours - Full Time/ Permanent Location: - Islandwide
Sustainability Executive	<u>Job Description:</u> - Develop and implement a robust sustainability strategy that addresses environmental, social, and governance (ESG) factors. - Drive the integration of sustainability into all business practices and operations for all sites within our client portfolio, fostering a culture of sustainability throughout the team. - Conduct regular assessments and benchmarking to measure our sustainability progress, identify areas for improvement, and set relevant targets and KPIs. - Stay up to date with the latest trends, best practices, and regulations related to sustainability, ensuring compliance and driving continuous improvement. - Build strong relationships with stakeholders, including clients, team members and tenants, to promote sustainability and participate in industry-wide initiatives. - Lead sustainability reporting efforts, including the preparation and submission of reports. - Develop and monitor green building certification programme, energy and waste strategies for all sites within our client portfolio. - Develop and deliver sustainability training and awareness programs, fostering a strong commitment to sustainability throughout the team.	Working Hours: 5 days - Office Hours - Full Time/ Permanent Location: - Islandwide

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	- Evaluate and mitigate risks related to sustainability, including climate change, resource scarcity, and reputational risks, integrating risk management practices into sustainability initiatives. <u>Job Requirement:</u> - Degree in Environmental. - Minimum 2 years working experience.	

Please note that there will be photo-taking/video taking at this event. By participating in this event, you hereby consent to have your photograph/video taken by e2i for the purposes of marketing/promotion/publicity and to be published on media platforms, public or otherwise.