e2i Built Environment – CBRE GWS Pte Ltd Recruitment Fair

JOB LISTING BOOKLET

Date: 17 November 2026,
Time: 10am - 4pm



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

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1. CBRE GWS Pte Ltd

With broader and deeper capabilities than any other company, CBRE is the leading full-service real estate services and investment organization in the world. CBRE offers a broad range of integrated services, including facilities, transaction and project management.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Assistant Facilities Manager	**Job Description:** • Provide formal supervision to employees. • Monitor the training and development of staff. Conduct performance evaluations and coaching. • Oversee the recruiting and hiring of new employees. • Schedule and manage the team's daily activities. • Establish work schedules, assign tasks, and cross-train staff. • Set and track staff and department deadlines. • Mentor and coach as needed. • Coordinate and manage facility repairs and maintenance by working with technicians, vendors, and contractors. • Maintain positive client relationships and conduct meetings on unresolved facility issues. • Prepare and manage capital projects, operating budgets, and variance reports. • Perform facility inspections quality assurance following local, state, and federal regulations. • Suggest operational efficiencies, repairs, and upgrade opportunities. • Manage environmental health and safety procedures for facilities. • Oversee vendor relationships and invoicing procedures. Review price quotes for the procurement of parts, services, and labor for projects. • Conduct process and procedure training on maintenance, repairs, and safety best practices. • Lead by example and model behaviors that are consistent with CBRE RISE values. Influence parties of shared interests to reach an agreement. • Apply knowledge of own discipline and how own discipline integrates with others to achieve team and departmental objectives. • Identify, troubleshoot, and resolve day-to-day and moderately complex issues which may or may not be evident in existing systems and processes. **Job Requirement:** • Diploma in Facilities / Building Management / M&E Engineering preferred with 3 years of relevant experience. In lieu of a Diploma, a combination of experience and education will be considered. • Tier 3 Certified Facilities Management Expert (CFME) accreditation by SIFMA will have an added advantage. • Strong computer literacy with proficiency in Microsoft Office (Excel, PowerPoint, Word). • Results-oriented with strong attention to detail and accuracy. • Demonstrate high professional integrity by maintaining an objective, neutral, and collaborative approach to all workplace interactions. • Possesses Fire Safety Manager and / or Environmental Control Coordinator(S) cert will have an added advantage.	• 5.5 days • 9am to 6pm • Full time/ Permanent • Location: Islandwide

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Engineer (LEW)	**Job Description:** • overseas and inspects the work performed by outside contractors. • Contracted work includes landscaping, HVAC, plumbers, and cleaning. • Inspects building systems including fire alarms, HVAC, and plumbing to ensure operation of equipment is within design capabilities and achieves environmental conditions prescribed by client. • Assist on audit requirements. • Review and recommend Standard Operation Procedure (SOP) and propose changes for review. • Liaise with government authorities on M&E initiatives for compliance. • Mentor and coach maintenance engineers and technicians. • Determine material, equipment, tools and spare parts to be used for maintenance jobs. • Perform risk assessment and evaluate content of maintenance plans in CMMS (computerized maintenance management system) including methods, maintenance frequencies, resources, spares and tools needed. • Improving the efficiency on the operational processes, innovating and implementing systems improvement on energy conservation. • Responsible for the planning and execution of corrective/preventive maintenance programmers. • Responsible for the planning, coordination and execution of annual shut down. **Job Requirement:** • Diploma in Mechanical Engineering or related studies. • Flexible to work on 5.5 work week • Ability to establish and maintain effective working relationships with co-workers, managers and clients. • Must have good communication and leadership skills. • Strong Mechanical and Electrical knowledge and skills • Around 5 years of experience in manufacturing and life science facilities.	• 5.5 days • 9am to 6pm • Full time/ Permanent • Location: Islandwide
Facilities Coordinator / Property Executive	**Job Description:** • Act as the frontline representative for the contract, ensuring all works and services are delivered professionally, efficiently, and in line with contractual requirements. • Support the Facilities Manager in site operations, including measurements, records, field data uploads, work planning, quotation preparation, coordination of subcontractors and specialists • Allocate, schedule, and review work orders, ensuring timely execution, accuracy of vendor submissions, and compliance with contractual and operational standards. • Monitor site conditions by conducting inspections, identifying repair or improvement needs, resolving minor issues, and supporting day-to-day operational continuity. • Analyze operational data and reports to track performance, resolve issues, and recommend process or service improvements to enhance efficiency and effectiveness. **Job Requirement:**	• 5.5 days • 9am to 6pm • Full time/ Permanent • Location: Islandwide

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Diploma in Facilities / Building Management / M&E Engineering preferred with 3 years of relevant experience. • In lieu of a Diploma, a combination of experience and education will be considered. • Tier 4 Certified Facilities Management Expert (CFME) accreditation by SIFMA will have an added advantage. • Strong computer literacy with proficiency in Microsoft Office (Excel, PowerPoint, Word). • Results-oriented with strong attention to detail and accuracy. • Demonstrate high professional integrity by maintaining an objective, neutral, and collaborative approach to all workplace interactions. • Possesses Fire Safety Manager and / or Environmental Control Coordinator(S) cert will have an added advantage.	
Facilities Manager	**Job Description:** • Provide formal supervision to employees. • Monitor the training and development of staff. • Conduct performance evaluations and coaching. • Oversee the recruiting and hiring of new employees. • Schedule and manage the team's daily activities. • Establish work schedules, assign tasks, and cross-train staff. • Set and track staff and department deadlines. • Mentor and coach as needed. • Coordinate and manage facility repairs and maintenance by working with technicians, vendors, and contractors. • Maintain positive client relationships and conduct meetings on unresolved facility issues. • Prepare and manage capital projects, operating budgets, and variance reports. • Perform facility inspections quality assurance following local, state, and federal regulations. Suggest operational efficiencies, repairs, and upgrade opportunities. • Manage environmental health and safety procedures for facilities. • Oversee vendor relationships and invoicing procedures. Review price quotes for the procurement of parts, services, and labor for projects. • Conduct process and procedure training on maintenance, repairs, and safety best practices. • Lead by example and model behaviors that are consistent with CBRE RISE values. • Influence parties of shared interests to reach an agreement. • Apply knowledge of own discipline and how own discipline integrates with others to achieve team and departmental objectives. • Identify, troubleshoot, and resolve day-to-day and moderately complex issues which may or may not be evident in existing systems and processes. **Job Requirement:** • Bachelor's Degree preferred with minimum 5 years of relevant experience. In lieu of a degree, a combination of experience and education will be considered. • Candidates with a CFME certification will have an added advantage.	• 5.5 days • 9am to 6pm • Full time/ Permanent • Location: Islandwide

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Strong experience in M&E preferred. • Experience in the areas of staffing, selection, training, development, coaching, mentoring, measuring, appraising, and rewarding performance and retention preferred. • Ability to guide the exchange of sensitive, complicated, and difficult information, convey performance expectations and handle problems. • Leadership skills to motivate team impact on quality, efficiency, and effectiveness of the job discipline and department. • Extensive organizational skills with a strong inquisitive mindset. • Advanced math skills. • Ability to calculate difficult figures such as percentages, fractions, and other financial-related calculations.	
Finance & Administration Officer	**Job Description:** • Respond to client inquiries and concerns and ensure timely and quality service delivery and follow-up to ensure satisfaction. • Understand the scope of the contract and make sure that all work is carried out accordingly. • Be a financial and operational systems champion. • Suggest efforts to put in place cost-saving opportunities to maximize customer and financial savings targets. • Coordinate and onboard vendors for reactive and planned works and manage sub-contractor paperwork. • Review processed invoices and ensure accurate cost center coding. • Coordinate the billing application, calculating margins, raising invoices, and submitting to clients. • Work closely with site teams and head office, ensuring accurate processing of quotations and purchase orders. • Review and approve maintenance billing invoices and projects as per contracted agreements. Ensure consistent delivery of core operational and financial outputs on the account. • Respond to inquiries on financial reports for Accounts Receivable, Payable, and open POs. • Deliver monthly reporting support on Contract and Business Unit Reviews. • Assist in ensuring compliance with Health & Safety requirements, including HSE reporting and promoting a safe work environment. Maintain QHSE documentation and ensure it is available using company systems. • Gather and analyze data to identify and solve complex problems that arise with little or no precedent. May recommend new techniques. • Impact own team and other teams whose work activities are closely related. • Suggest improvements to existing processes and solutions to improve the efficiency of the team. **Job Requirement:** • Diploma with 3-4 years of job-related experience. • A comprehensive understanding of a range of processes, procedures, systems, and concepts within own job function is required.	• 5.5 days • 9am to 6pm • Full time/ Permanent • Location: Islandwide

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Ability to evaluate and communicate unusual and/or complex content in a concise and logical way. • In-depth knowledge of Microsoft Office products. Examples include Word, Excel, Outlook, etc. • Organizational skills with an advanced inquisitive mindset. • Advanced math skills. Ability to calculate advanced figures such as percentages, discounts, and markups.	
Project Manager	**Job Description:** • Lead project initiation, defining scope, objectives, timelines, and alignment with organisational goals. • Develop and execute detailed project plans, including scheduling, cost estimates, and resource planning. • Act as the main liaison between project owners, stakeholders, consultants, and contractors to ensure clear communication and alignment. • Manage end-to-end procurement, including tender preparation, evaluation, contractor appointment, and value engineering. • Review and coordinate design submissions, ensuring compliance with requirements and timely approvals from relevant authorities. • Monitor project progress, identifying risks, delays, and deviations, and implementing corrective actions to maintain schedule and quality. • Ensure effective control of scope, budget, and changes, maintaining compliance with contractual and regulatory requirements, including safety standards. • Oversee project execution, ensuring works are delivered to specification, quality standards, and operational expectations. • Manage project completion and closeout, including inspections, defect rectification, documentation (as-builts, warranties), final accounts, and lessons learned.. **Job Requirement:** • Degree in Building, Engineering, Construction, Project Management, or any related disciplines from a recognised tertiary institution. • Certified as Project Management Professional (PMP) from the Project Management Institute (PMI). • A minimum of 3 years of relevant experience and proven expertise in managing facility management related and office renovation projects. • Hands-on experience in Government led initiatives and public sector project processes, including the use of the Public Sector Standard Conditions of Contract (PSSCOC) in Singapore would be highly preferred. • Results-oriented with strong attention to detail and accuracy.	• 5.5 days • 9am to 6pm • Full time/ Permanent • Location: Islandwide

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Quantity Surveyor	**Job Description:** • Prepare and submit cost estimates and quotations, ensuring timely approval and issuance of purchase/work orders. • Apply Schedule of Rates (SOR) accurately and justify deviations or special pricing to stakeholders where required. • Assess and validate star rate items against market benchmarks prior to work commencement. • Maintain and analyse cost databases (e.g., star rates, quotations) to improve pricing accuracy and procurement strategies. • Develop and prepare tender documents, including detailed cost breakdowns, ensuring alignment with scope, specifications, and procurement policies. • Collaborate with internal teams to ensure tender and cost submissions reflect operational and technical requirements. • Evaluate contractor tenders, identifying risks, discrepancies, and ensuring competitiveness and compliance. • Verify and process payment claims, invoices, and work order submissions, ensuring accuracy, completeness, and timely certification. **Job Requirement:** • Diploma in Quantity Surveying, Building Engineering, Construction, or any related tertiary institution. • Minimally 3 years of relevant experience within the Facilities, Construction and Engineering industry. • Familiar with Cost Assessments, Tender and Payment Claims.	• 5.5 days • 9am to 6pm • Full time/ Permanent • Location: Islandwide
Technicians	**Job Description:** • Perform ongoing preventive maintenance and repairs on mechanical, electrical, and other building systems. • Conduct routine maintenance inspections, diagnose potential problems, and make repairs. • Assist with the installation and modification of building equipment and systems. • Review assigned work orders and partner with available systems to track completion. • Support energy management by ensuring all building systems are operating efficiently. • Inspect existing installations for compliance with building codes and safety regulations. • Use existing procedures to solve straightforward problems. Exchange straightforward information in a clear, concise manner. • Impact team through defined duties, methods and tasks as described in detail. • Deliver own output by following defined procedures and processes under close supervision and guidance. **Job Requirement:** • Minimum NITEC in Engineering or its equivalent, with 1-2 years of job-related experience. In lieu of a NITEC, a combination of experience and education will be considered. • Ability to follow basic work routines and standards in the application of work. • Communication skills to exchange straightforward information.	• 5.5 days • 9am to 6pm • Full time/ Permanent • Location: Islandwide

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	• Working knowledge of Microsoft Office products. Examples include Word, Excel, Outlook, etc. • Strong organizational skills with an inquisitive mindset.	

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2. 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
(AMK HUB)
ServiceSG Centre@AMK Hub,
53 Ang Mo Kio Ave 3, #04-02
Singapore 569933
Operating Hours
Mondays: 2:30pm – 5:00pm
Tuesdays – Fridays: 9:00am – 5:00pm
Saturdays: 9:00am – 1:00pm

Or make an appointment at any of our 23 Jobs & Skills Centres located island-wide:
https://www.e2i.com.sg/locations/#SGUJSC

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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

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