

# e2i Built Environment & RE Sustainability Cleantech Pte Ltd.– Job Fair @HDB HUB K-1002

Together, Potential Meets Opportunities

## JOB LISTING BOOKLET



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**Date: 9 May 2024 (Thursday)**  
**Time: 10am to 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](http://www.e2i.com.sg).

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
<b>Cleaner</b>	<p><b><u>Job Description:</u></b> The cleaner is responsible to carry out cleaning and maintenance duties to ensure the designated sites are in clean and orderly condition. These includes:</p> <ul style="list-style-type: none"> <li>• Cleaning, stocking, and supplying designated facility areas (dusting, sweeping, vacuuming, mopping, restroom cleaning and etc)</li> <li>• Performing and documenting routine inspection and maintenance activities</li> </ul> <p><b><u>Job Requirement:</u></b></p> <ul style="list-style-type: none"> <li>• Have a good level of hygiene and cleanliness.</li> <li>• Good and responsible team players.</li> <li>• Able to start immediately or short notice of period.</li> <li>• Open to retirees.</li> <li>• Willing to travel within an area.</li> </ul>	<ul style="list-style-type: none"> <li>• Full time/ Permanent</li> <li>• Locations - Various</li> </ul>
<b>Cleaning Supervisor</b>	<p><b><u>Job Description:</u></b></p> <ul style="list-style-type: none"> <li>• Manage a site team.</li> <li>• Supervise General Cleaning operations.</li> <li>• Supervise Toilet Cleaning operations.</li> <li>• Plan and supervise periodical cleaning task.</li> <li>• Ad hoc cleaning as per Operations / Area Manager instructions.</li> <li>• Track and report daily attendance.</li> <li>• Perform quality checks and join inspection with OM and client.</li> <li>• Handle feedback from clients.</li> <li>• Interview and recruit cleaners.</li> </ul> <p><b><u>Job Requirement:</u></b></p> <ul style="list-style-type: none"> <li>• Good leadership skills.</li> <li>• Always setting as a role model to the team.</li> <li>• Have good customer service quality and cleaning standards.</li> <li>• Good interpersonal and communication skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Full time/ Permanent</li> <li>• Locations - Various</li> </ul>
<b>Multi Skilled Driver (Class 3 &amp; 4 Drivers Needed)</b>	<p><b><u>Job Description:</u></b></p> <ul style="list-style-type: none"> <li>• Transport of workers to work location from appointed locations.</li> <li>• Perform and ensure cleanliness in designated public areas (for e.g. toilet, train station, etc).</li> <li>• Ad-hoc duties as assigned by superior as per job scope requirement.</li> </ul> <p><b><u>Job Requirement:</u></b></p> <ul style="list-style-type: none"> <li>• Must possess Singapore Class 3 or 4 Driving license.</li> <li>• Good and responsible team player.</li> <li>• Willing to travel within an area.</li> </ul>	<ul style="list-style-type: none"> <li>• Full time/ Permanent</li> <li>• Locations - Various</li> </ul>

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<b>Restroom Cleaners</b>	<p><b><u>Job Description:</u></b> The cleaner is responsible to carry out cleaning and maintenance duties to ensure the designated sites are in clean and orderly condition. These includes:</p> <ul style="list-style-type: none"><li>• Cleaning, stocking, and supplying designated restrooms areas.</li><li>• Performing and documenting routine inspection and maintenance activities.</li></ul> <p><b><u>Job Requirement:</u></b></p> <ul style="list-style-type: none"><li>• Have a good level of hygiene and cleanliness.</li><li>• Good and responsible team players.</li><li>• Able to start immediately or short notice of period.</li><li>• Open to retirees.</li><li>• Willing to travel within an area.</li></ul>	<ul style="list-style-type: none"><li>• Full time/ Permanent</li><li>• Locations - Various</li></ul>