

Speed Interviews - Facility Management & Corporate

11 January 2024

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.

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#1 Aux Media Group

AUX connects brands and people. And in the business of standing out, we know how to bring brands to life with meaningful engagement, creative immersions and exciting touchpoints.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Audio Specialist	<ul style="list-style-type: none"> 2-3 years of experience in a similar technical role preferred. Applicants without experience are welcomed to apply Proficiency in audio equipment, including mixing consoles, microphones, and PA systems Experience with digital audio workstations Knowledge of audio signal flow and acoustics Strong attention to detail and a good ear for sound quality Ability to troubleshoot and fix audio issues quickly during live events as well as virtual productions Strong teamwork and communication skills for collaborating with diverse teams 	<ul style="list-style-type: none"> Oversees the setup, configuration, and operation of audio systems for events Ensures clear and balanced sound for speakers, performances, and live events or virtual productions Monitors audio levels during events and resolves any technical issues in real time Collaborates with other production teams to achieve cohesive sound and visual experiences Assists in coordinating technical requirements and determining work schedule Conducts regular maintenance and testing of audio equipment to ensure reliability Maintains equipment inventory and ensures all safety standards are adhered to during installations Completes post-production forms, including information such as length and description of production, problems and expenses incurred 	<ul style="list-style-type: none"> 10am to 7pm 103 Kallang Ave, Singapore 339504
Events Executive	<ul style="list-style-type: none"> Diploma or Bachelor's degree in Events Management, or a related field is a plus. Applicants of GCE O'Levels or below are welcome to apply as well. Strong communication skills, both written and verbal, for liaising with clients and stakeholders Exceptional organizational abilities, with the capability to manage multiple 	<ul style="list-style-type: none"> Responsible for the coordination and execution of events from start to finish. This includes understanding client needs, creating proposals, detailed event plans, managing vendors and suppliers, and overseeing on-site operations. Collaborates with internal teams to ensure events align with organizational goals and maintain high standards Tracks event progress through timelines and budgets, resolving any issues that arise before or during the event 	<ul style="list-style-type: none"> 10am to 7pm 103 Kallang Ave, Singapore 339504

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	projects simultaneously		
Events Manager	<ul style="list-style-type: none"> Diploma or Bachelor's degree in Events Management, or a related field is a plus. Applicants of GCE O'Levels or below are welcome to apply as well. 3-5 years of proven experience in event management, preferably in corporate or large-scale events Strong leadership and interpersonal skills to inspire and guide teams Strong communication skills, both written and verbal, for liaising with clients and stakeholders Exceptional organizational abilities, with the capability to manage multiple projects simultaneously 	<ul style="list-style-type: none"> On top of what the executive does, the manager oversees the complete lifecycle of events, including planning, budgeting, execution, and evaluation. Manages a team of event professionals, delegating tasks effectively while ensuring deadlines are met Builds and nurtures relationships with clients, vendors, and sponsors to deliver exceptional results Conducts contingency planning to address unforeseen challenges Produces comprehensive post-event reports, including financial performance and client feedback 	<ul style="list-style-type: none"> 10am to 7pm 103 Kallang Ave, Singapore 339504
Graphic Designer	<ul style="list-style-type: none"> Diploma or Bachelor's degree in Graphic Design, Visual Arts, or a related field Advanced proficiency in Adobe Creative Suite (Photoshop, Illustrator, InDesign) Strong portfolio demonstrating creative and innovative design work Familiarity with 3D design, software like 3DS Max or other 3D software is a plus Familiarity with motion graphics and animation is a plus Ability to handle feedback and work under tight deadlines 	<ul style="list-style-type: none"> Designs and creates a wide range of visual assets for events, marketing campaigns, and digital media Develops concepts and graphics that align with event themes and branding guidelines. Works closely with the events teams to ensure deliverables are engaging and visually consistent Produces print materials such as brochures, banners, and stage designs, as well as digital assets like social media posts and animated visuals Assist in 3D modelling & visualisation 	<ul style="list-style-type: none"> 10am to 7pm 103 Kallang Ave, Singapore 339504

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Lighting Specialist	<ul style="list-style-type: none"> • 2-3 years of experience in a similar technical role preferred. Applicants without experience are welcome to apply • Hands-on experience with lighting consoles and software • Knowledge of various lighting fixtures, power distribution, and lighting protocols • Strong technical troubleshooting skills for handling lighting issues under pressure • Understanding of stage design and creative lighting techniques • Ability to troubleshoot technical issues under pressure • Strong teamwork and communication skills for collaborating with diverse teams 	<ul style="list-style-type: none"> • Designs, installs, and operates lighting systems for live and virtual events • Ensures lighting enhances event themes, stage designs, and overall ambiance • Assists in coordinating technical requirements and determining work schedule • Troubleshoots and repairs lighting equipment on-site as needed. Stays up to date with the latest lighting technologies to recommend new solutions for creative challenges. • Maintains equipment inventory and ensures all safety standards are adhered to during installations • Completes post-production forms, including information such as length and description of production, problems and expenses incurred 	<ul style="list-style-type: none"> • 10am to 7pm • 103 Kallang Ave, Singapore 339504
Logistics Executive	<ul style="list-style-type: none"> • Diploma or equivalent qualification in Logistics Management, Event Management. or a related field is a plus. Applicants of GCE O'Levels or below are welcome to apply as well. • Previous experience in event logistics, supply chain, or operations management is a plus • Excellent time management and organizational skills to handle tight schedules and multiple tasks • Ability to manage physical tasks, including lifting and handling equipment • A valid driver's license is a plus 	<ul style="list-style-type: none"> • Manages the logistical aspects of events, ensuring that all materials, equipment, and personnel are delivered and set up as required • Coordinates transportation, venue arrangements, and inventory tracking to maintain efficiency and reduce costs • Develops contingency plans for unexpected logistical challenges, such as delays or shortages • Works closely with the events team to meet tight deadlines and achieve high levels of operational excellence 	<ul style="list-style-type: none"> • 10am to 7pm • 103 Kallang Ave, Singapore 339504

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Strong communication skills, both written and verbal, for liaising with clients and stakeholders Exceptional organizational abilities, with the capability to manage multiple projects simultaneously 		
Video Editor	<ul style="list-style-type: none"> Proficiency in Adobe Premiere Pro, After Effects, or similar video editing software Colour grading and motion graphics knowledge is a plus 1-2 years of experience in video editing or post-production Strong understanding of video storytelling, pacing, and visual aesthetics Basic knowledge of camera operation and video production processes is a plus Ability to adapt to fast-paced projects and meet deadlines 	<ul style="list-style-type: none"> Edits and enhances video footage for marketing, promotional, and event purposes Collaborates with the creative team to develop video concepts and storyboards Utilizes advanced editing software to apply transitions, effects, and audio integration to produce polished final products May also assist with video shooting and pre-production tasks 	<ul style="list-style-type: none"> 10am to 7pm 103 Kallang Ave, Singapore 339504
Video Specialist	<ul style="list-style-type: none"> 2-3 years of experience in a similar technical role preferred. Applicants without experience are welcome to apply. Strong understanding of video production equipment and workflows Hands-on experience with cameras, video switchers, and live streaming platforms Knowledge of video codecs, resolutions, and formats for different platforms 	<ul style="list-style-type: none"> Manages video production setups, including cameras, switchers, and projection systems, for live and hybrid events Responsible for ensuring high-quality video outputs and maintaining system functionality throughout the event Assists in coordinating technical requirements and determining work schedule Troubleshoots technical issues on-site and collaborates with the creative team to meet visual requirements May assist with live streaming and integrating virtual elements into video productions 	<ul style="list-style-type: none"> 10am to 7pm 103 Kallang Ave, Singapore 339504

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Ability to troubleshoot technical issues under pressure Strong teamwork and communication skills for collaborating with diverse teams 	<ul style="list-style-type: none"> Maintains equipment inventory and ensures all safety standards are adhered to during installations Completes post-production forms, including information such as length and description of production, problems and expenses incurred 	
VP (Virtual Production) Producer	<ul style="list-style-type: none"> Extensive knowledge of virtual production technologies, such as Unreal Engine, LED walls, and motion capture systems. This includes understanding real-time rendering, motion capture, virtual cameras, and digital environments. At least 3 years of experience in production management or a similar field. Prior experience in traditional film or media production is valuable, as it provides a foundation in filmmaking principles and workflows. Strong leadership and problem-solving skills to address complex technical challenges Awareness of industry trends and innovations in virtual production Ability to work with diverse teams and foster collaboration Strong project management skills to coordinate and manage virtual production projects from conception to completion Ability to plan, organize, and oversee the production process efficiently 	<ul style="list-style-type: none"> Directs the planning, execution, and delivery of virtual production projects for live events or digital content Serves as the main point of contact for clients, ensuring their creative vision is realized Manages resources, schedules, and budgets for projects involving virtual sets, extended reality, or LED screens Develop and manage production timelines to ensure the project stays on schedule Facilitate communication and coordinates with technical teams, artists, and external vendors to ensure seamless integration of physical and virtual components Conducts quality control on final outputs to ensure they meet technical and creative standards Identify potential risks in the production process and develop strategies to mitigate them 	<ul style="list-style-type: none"> 10am to 7pm 103 Kallang Ave, Singapore 339504

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none">• Excellent communication and collaboration skills to work effectively with a team of artists, programmers, designers, and other professionals involved in virtual production		

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#2 CBRE

CBRE is the global leader in commercial real estate services and investments. With services, insights and data that span every dimension of the industry, we create solutions for clients of every size, in every sector and across every geography.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Administrative Assistant	<ul style="list-style-type: none"> N/ O levels or other relevant professional certifications Experience in Property Management/ Real Estate industry is a strong advantage Good interpersonal and communication skills Meticulous to ensure administrative accuracy Well versed in Microsoft Office Must be able to commit 5.5 days 	<ul style="list-style-type: none"> Reporting to the Centre Manager, the Admin Assistant will perform administrative and customer service support for security, carpark, fire safety, equipment maintenance, and other projects Complete records, reports and other duties as required and assigned Receive residents, visitors, tenants, contractors, workmen, etc. and provide directions and general assistance Perform all office administrative duties, including filing of all correspondence, storing and retrieval of old files and records and keeping and updating tenant records Receive telephone calls and direct callers to the appropriate officers and provide available information, where required Assist in compilation of monthly and quarterly reports and to ensure timely submission Preparation of circulars, letters, reports and other documents assigned expeditiously Catalog and keep records of all necessary information, documents, etc. Making requisition of management office stationery and maintain inventory Handle all inward and outward correspondences Manage all facilities' bookings Other administrative support and ad-hoc duties as assigned 	<ul style="list-style-type: none"> Mon - Fri: 9am - 6pm, Sat: 9am - 1pm
Building Engineer	<ul style="list-style-type: none"> High School Diploma, GED, or trade school diploma with 4-5 years of job-related experience. In lieu of a diploma, a combination of experience and 	<ul style="list-style-type: none"> Troubleshoot, diagnose and restore routine technical service and equipment Address major network problems impacting multiple business locations, major network elements, or site outages. Verify all 	<ul style="list-style-type: none"> 9am - 6pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>education will be considered.</p> <ul style="list-style-type: none"> Meet the physical requirements of this role including stooping, standing, walking, climbing stairs/ladders, and the ability to lift/carry heavy loads of 50 lbs. or more Ability to exercise judgment based on the analysis of multiple sources of information Willingness to take a new perspective on existing solutions In-depth knowledge of Microsoft Office products. Examples include Word, Excel, Outlook, etc. Organizational skills with an advanced inquisitive mindset 	<p>documentation is accurate and maintained.</p> <ul style="list-style-type: none"> Maintain documentation of routine maintenance schedules, system configurations, applications, and technical reference materials Participate in user acceptance training of system and application updates and enhancements. Create training documentation. Apply in-depth knowledge of standard principles and techniques/procedures to accomplish complex assignments and provide innovative solutions Coach others and share in-depth knowledge of own job discipline and broad knowledge of several job disciplines within the function Lead by example and model behaviors that are consistent with CBRE RISE values. Work to build consensus and convince others to reach an agreement. Impact a range of customer, operational, project or service activities within own team and other related teams Work within broad guidelines and policies Explain difficult or sensitive information 	
Building Manager (Property Management)	<ul style="list-style-type: none"> Bachelor's degree (BA/BS) from 4-year college or university and a minimum of 2 - 4 years of related experience and/or training Real Estate Salesperson license Excellent written and verbal communication skills Strong organizational and analytical skills Ability to provide efficient, timely, reliable and courteous service to customers. Ability to effectively present information 	<ul style="list-style-type: none"> Using independent discretion, responds to tenant needs, ensuring that administrative and building technical staff resolve problems promptly and/or contracts for vendor services as required Ensure that services are provided in compliance with policies, procedures, regulations and contractual obligations and standards Perform periodic regular property inspections. Based on independent review and assessment, recommends to clients and/or approves on client's behalf the alterations, maintenance and reconditioning as necessary. Contract for and supervises vendor services as required Manage and give approval for accurate payment of vendor invoices 	<ul style="list-style-type: none"> Mon - Fri: 9am - 6pm , Sat: 9am - 1pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Requires knowledge of financial terms and principles. Ability to calculate intermediate figures such as percentages, discounts, and/or commissions. Conducts basic financial analysis. Ability to comprehend, analyze, and interpret documents. Ability to solve problems involving several options in situations. Requires intermediate analytical and quantitative skills. Intermediate to advanced skills with Microsoft Office Suite. Decisions made with understanding of procedures and company policies to achieve set results and deadlines. Responsible for setting own project deadlines. Errors in judgment may cause short-term impact to co-workers and supervisor. Responsible for personal safety and the safety of those who are affected by your work. This includes but is not limited to: <ol style="list-style-type: none"> 1. Complete all required and assigned HSE training at a satisfactory level, 2. Follow all activity policies and procedures, including all HSE-related requirements at all times, 3. Participate in all HSE-related programs & activities as required, 	<p>on behalf of the property owner in compliance with the management agreement and CBRE policies.</p> <ul style="list-style-type: none"> Manage the preparation of and gives approvals on accurate tenant billings. At owner's discretion, markets the property, showing space to prospective tenants. Coordinate tenant move-ins and move-outs, and "walks-through" spaces with tenants and tenant improvement department Act as key contact with property owners to ensure that objectives as being met. Prepares and delivers timely, accurate and complete reports. Develop and control annual budgets for operating and capital expenses based on operating knowledge of the property/portfolio Forecast management plans and prepare monthly performance, explaining variances Collect rent and pays expenses in compliance with lease terms. Obtain account receivable aging reports and independently initiates procedures to address tenant delinquencies. Prepare all required legal notices. Recommend and coordinate legal action as necessary. Develop business relationships through membership and participation in professional, industry/trade and civic organizations Execute all areas defined as part of the Real Estate Manager job description duties in the absence of the Real Estate Manager Perform other duties as assigned 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	including incident investigations, interviews, auditing and assessment, etc. 4. Report any conditions which you feel could result in an accident or injury and / or stop work if required.		
Condo Manager	<ul style="list-style-type: none"> Degree/ Diploma in a property related field Minimum 3 years' experience in a similar role within Residential Property Management Strong attention to detail, and a responsive, proactive attitude Ability to build relationships at all levels 	<ul style="list-style-type: none"> To support and assist on general administration of all building trade, site staff relating to rostering of duties, discipline, control of performance standards and staff welfare Conduct regular inspections of all common areas, equipment, public walkways, external facade etc. Creating and maintaining good rapport with residents/ council members and responding to feedback through various platforms such as messenger, email and/ or other digital platforms To review the overall operation of the management office and recommend improvement from time to time Attending to all emergency situations Constantly check the entire development to ensure prompt removal of all fire hazards, proper functioning of fire escapes, fire doors and obstruction-free access Submit recommendations where appropriate, on residents' renovation permits Preparation, conducting of Sub-Committee Meeting and preparation of minutes. To assist in Council Meeting and General Meeting and provide 1st draft of minutes. Any other duties assigned from time to time 	<ul style="list-style-type: none"> Mon - Fri: 9am - 6pm , Sat: 9am - 1pm
Customer Service Officer (Property Management)	<ul style="list-style-type: none"> Minimum O levels or other relevant professional certification Experience in customer service or frontline work is a strong advantage 	<ul style="list-style-type: none"> Display a good disposition with warm and professional greetings to all those entering the property Answers telephone line in professional manner with good phone etiquette 	<ul style="list-style-type: none"> Rotating Shift - 8 Hours

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Good interpersonal and communication skills • Positive, friendly disposition and customer service orientated • Attentive to details, well organized and team player • Able to work on rotating shifts, weekends and public holidays 	<ul style="list-style-type: none"> • Maintains accurate records of service requests, logs of service requests and tracks the status • Responds promptly with accurate and comprehensive information according to the specific request • Provides administrative assistance to the Property Manager and members of the property management team • Summons appropriate assistance and makes appropriate notifications in accordance with operating procedures • Follows security and emergency procedures as defined for the property and responds to emergency situations calmly and efficiently 	
Facilities Coordinator	<ul style="list-style-type: none"> • High School Diploma or GED with up to 2 years of job-related experience • Ability to follow basic work routines and standards in the application of work • Communication skills to exchange straightforward information • Working knowledge of Microsoft Office products. Examples include Word, Excel, Outlook, etc. • Strong organizational skills with an inquisitive mindset • Basic math skills. Ability to calculate simple figures such as percentages, discounts, and markups. 	<ul style="list-style-type: none"> • Work with landlords, tenants, and service providers to make sure they implement and recognize all procedures, policies, and reporting formats • Acknowledge all client inquiries and collect work orders • Collect information reports to find out performance and progress status • File work orders, proposals, department files, and other paperwork submitted by vendors • Monitor activities that happen outside the building, such as proper waste disposal and recycling • Follow instructions, short correspondence, and memos and ask clarifying questions • Respond to common inquiries or complaints from clients, co-workers, and supervisors • Use existing procedures to solve straightforward problems while having a limited opportunity to exercise discretion • Impact through clearly defined duties, methods, and tasks are described in detail • Deliver own output by following defined procedures and processes under close supervision and guidance 	<ul style="list-style-type: none"> • 9am - 6pm
Facilities Manager	<ul style="list-style-type: none"> • Bachelor's Degree preferred with 3-5 years of relevant 	<ul style="list-style-type: none"> • Point of contact for escalated communications between landlord, tenants, and service providers by 	<ul style="list-style-type: none"> • 9am - 6pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>experience. In lieu of a degree, a combination of experience and education will be considered. Facility Management certification preferred.</p> <ul style="list-style-type: none"> • 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. 	<p>ensuring all procedures, policies, and reporting formats are understood, and implemented</p> <ul style="list-style-type: none"> • Allocate work orders and schedule repairs from requests • Review data from work order reports and create and present performance and progress status reports to management • Review all work orders, proposals, department files, and other paperwork submitted by vendors for accuracy and compliance • Check rooms and furniture to identify needs for repairs or renovations • Fix minor malfunctions in office equipment • Research new services and appliances to facilitate operations • 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 	
Facilities Manager	<ul style="list-style-type: none"> • Bachelor's Degree preferred with 3-5 years of relevant experience. In lieu of a degree, a combination of experience and education will be considered. • Valid driver's license required • Facility Management certification preferred • Experience in the areas of staffing, selection, 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 9am - 6pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>training, development, coaching, mentoring, measuring, appraising, and rewarding performance and retention preferred</p> <ul style="list-style-type: none"> • 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. 	<p>with technicians, vendors, and contractors</p> <ul style="list-style-type: none"> • 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 	
M&E Maintenance Technician	<ul style="list-style-type: none"> • NITEC or Higher NITEC in Electrical / Mechanical Engineering • Relevance experience within facilities management 	<ul style="list-style-type: none"> • Comply with all applicable codes, regulations, governmental agency and Company directives related to building operations and work safety • Oversee and inspect the work performed by outside contractors • Contracted work includes landscaping, HVAC, lighting, plumbing, and cleaning • Perform maintenance of equipment, machinery, building and structures • Conduct inspections to ensure proper functioning of facilities, assess & evaluate the physical space requirements of the client and recommends plans to meet needs • Complete maintenance and repair records as required 	<ul style="list-style-type: none"> • 9am - 6pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Review assigned work orders. Estimates time and materials needed to complete repair. Order necessary materials and supplies to complete all tasks Maintain the building lighting system, including element and ballast repairs or replacements Respond quickly to emergency situations, summoning additional assistance as needed Perform other duties as assigned 	
Maintenance Technician	<ul style="list-style-type: none"> Training in a Technical discipline having served an apprenticeship or equivalent with 1-2 years of job-related experience. In lieu of a diploma, a combination of experience and education will be considered. Ability to work shifts that may include weekends and holidays Must be able to Meet the physical requirements of this role To effectively present information to an internal department, client, management and/or colleagues Ability to follow basic work routines and standards in the application of work Communication skills to exchange straightforward information Working knowledge of Microsoft Office products. Examples include Word, Excel, Outlook, etc. Strong organizational skills with an inquisitive mindset 	<ul style="list-style-type: none"> Assist with daily site inspections of all Mechanical & Engineering systems and technical equipment, including servicing and maintenance Ensure the site's environmental conditions provide a safe work environment React to Building Management System alarms, and complete emergency repairs as needed Work with third-party vendors, ensuring compliance with company-developed processes, procedures, and all applicable laws and regulations Alert management if subcontractor performance doesn't meet all requirements per the Master Service Agreement Complete planned preventative maintenance (PM) and reactive maintenance on all equipment Check BMS for running and alarm conditions and respond to HVAC-related client problems Building walkthroughs, taking meter readings from UPS, PDU's and utilities Provide fixes to facility and plant faults and defects Complete assigned work according to established processes and procedures. Follow all safety processes and requirements and ensure all regulatory requirements and quality standards are met. Conduct routine quality checks for comprehensive maintenance records. 	<ul style="list-style-type: none"> 12 hours shift

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Basic math skills. Ability to calculate simple figures such as percentages, discounts, and markups. 	<ul style="list-style-type: none"> Complete all required training to ensure successful completion of all job-related responsibilities Use existing procedures to solve straightforward problems while having a limited opportunity to exercise discretion Impact through clearly defined duties, methods, and tasks are described in detail Deliver own output by following defined procedures and processes under close supervision and guidance 	
Property Executive/ Senior Property Executive	<ul style="list-style-type: none"> At least 3 years of experience in Building/ Facilities/ Property Management Fresh graduates with Nitec/ Diploma in Building/ Facilities/ Property Management/ Engineering and other relevant courses are welcome to apply Proficient in computers and Microsoft Office Must be able to commit to 5.5 days 	<ul style="list-style-type: none"> General administration of all building works/ service contracts, carpark management, security, and fire protection system Oversee all aspects of common areas defects, repairs & maintenance matters, plumbing, sanitary, carpark and fire & security matters Planning and implementation of building maintenance programmes such as preventive, corrective maintenance, inspection schedules and programmes relating to security Prepare cost estimates, work specifications, invite quotations and follow up on various repairs and maintenance work in the building Supervise building works carried out by maintenance staff and service contractors, ensure that all works comply with specifications and statutory requirement, and initiate actions against defaulting contractors when needed Conduct regular inspections of all common areas, public walkways, building surrounding facade, etc. and institute remedial action including following up on outstanding works Build and maintain relationships tenants and occupiers, attend to their feedback and complaints Liaison with government authorities/ statutory boards, architects, engineers, and other divisions on matters relating to management, security and maintenance of the building 	<ul style="list-style-type: none"> Mon - Fri: 9am - 6pm , Sat: 9am - 1pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Assist in preparation of budget forecast, meeting materials, minutes of meeting, various reports timely and accurately Check all safety equipment, work method and procedures regularly; ensure proper control/ record of keys movement and take necessary action to rectify any unsafe situations and enhance the security in the building Attend to emergencies in Building and any other duties assigned to you from time to time 	
Receptionist	<ul style="list-style-type: none"> Minimum 1-year experience of working at the Front of House within a Corporate or Hotel environment Experience of working within a demanding fast-paced environment involving high levels of customer care Experience of working within a team and desiring to provide a "best class" service Strong customer service skills Professional telephone manners together with excellent verbal and written communication skills Proficiency in Microsoft Office suite 	<ul style="list-style-type: none"> Delivers great experience at the highest level of hospitality services, meeting customer needs and exceeding expectations, maintaining standards, elevating delight and removing obstacles Ensure employee engagement (meet and greet) and provide end user support based on their needs (human engagement) Implement an appropriate process in place on how the customers/visitors are to be serviced in a customer centric manner, in accordance with Good Industry Practice Ensure staff have a site-wide knowledge of building facilities, meeting room locations, special events, surrounding amenities as appropriate in relation to the scope of their role Assess that the visitor space is functional, with proper office equipment, phone, furniture, and where not, escalate appropriately Ensure all internal & external meeting rooms are kept clean and tidy are ready to be used Professional Telephone Answering Offer high quality front office client services including concierge Creating rapport with guests, clients & customers. Anticipating their needs and providing outstanding services Assisting visitors in a professional manner Managing Visitor volumes/ Visitor Security/ Registration/ Appointment 	<ul style="list-style-type: none"> 9am - 6pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		Management/ Call Management / Tracking Mechanism <ul style="list-style-type: none"> • Board Visits/ VVIP movements • Logistical support in relation to Event Management & Public Relations activities • Meet and greet clients and visitors at the reception • Interact with clients and visitors to resolve their queries on workplace issue • Alternate rotation to assist in Mailroom duties when required 	
Technician/ Senior Technician	<ul style="list-style-type: none"> • N/ O Levels with at least 1 years' experience as building technician • Nitec/ Diploma in Electrical/ Mechanical/ Building Services/ Facility Management or other relevant fields • Familiar with maintenance of building system, equipment and facilities • Able to work on rotating shifts, weekends and public holidays 	<ul style="list-style-type: none"> • Co-ordinate and assist the Property Executive/ Manager in daily operation of the M&E Services • Carry out periodic inspection, preventive and corrective maintenance as per schedules and upkeeping of all equipment • Perform weekly checks on the building's fire-protection system - main panel and sub-panels, including troubleshooting on failure of fire-protection system • Attend to owner or occupier's building automation system, fire protection system and carpark system • Attend to enquiries, complaints of breakdown, service requests relating to the building services. • Maintain inventory and requisite purchase of electrical/ mechanical parts/ accessories according to the SOP • Supervise contractors to ensure work are carried out in accordance with work specifications in service contract and are in acceptable standard • Follow up on progress of rectification works and report to the Property Management team timely • Respond and attend to all emergency calls, after office hours and for reinforcement of manpower during major breakdown of equipment • Perform troubleshooting on any failure to the building's electrical/ mechanical system 	<ul style="list-style-type: none"> • Mon - Fri: 9am - 6pm , Sat: 9am - 1pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Other duties in the building that may be assigned from time to time 	
Workplace Experience Coordinator	<ul style="list-style-type: none"> High School Diploma or GED with up to 2 years of job-related experience Ability to follow basic work routines and standards in the application of work Communication skills to exchange straightforward information Working knowledge of Microsoft Office products. Examples include Word, Excel, Outlook, etc. Strong organizational skills with an inquisitive mindset 	<ul style="list-style-type: none"> First point of contact for all those entering the facility. Greet them with a friendly and welcoming demeanor. Issue visitor and parking passes and follow security protocols. Make a memorable first impression by answering the telephone in a professional manner. Create presentations and speak to various-sized groups. Arrange and confirm recreational, dining, and business activities on behalf of the requestor Manage janitorial or maintenance work orders as needed. Coordinate and execute workplace services including mail, office supply services, and onboarding. Acknowledge inquiries or complaints from employees, guests, and co-workers. Provide solutions in a professional customer service-driven manner. Organize and manage on-site events. This includes securing event space, set up and tear down of the room, and delivery of supplies. Follow property-specific security and emergency procedures. Notify appropriate parties to ensure the safety of all individuals in the building. Coordinate with vendors who supply services or goods to the workplace Explain detailed and/or complicated information within the team. Follow specific directions as given by the manager. Impact through clearly defined duties, and methods and tasks are described in detail. Use existing procedures to solve straightforward problems while having a limited opportunity to exercise discretion. 	<ul style="list-style-type: none"> 9am - 6pm

#3 CPG Corporation

Founded and headquartered in Singapore, CPG Corporation is one of Asia's leading full service professional development consultancy firms. Armed with a complete suite of consultancy services comprising architecture and engineering, infrastructure, building development and management services, we have etched our mark on distinctive projects that span the globe.

Together with close to 2,000 talented and passionate individuals, we have achieved a widely acclaimed portfolio and expanded our footprint internationally to over 30 countries in Asia, Africa, the Middle East and South America, driven by our quest to export our thought leadership outside of Singapore.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Assistant Facilities Manager (AFM)	<ul style="list-style-type: none"> • Good planning and organizational skills • Detail-oriented and meticulous • Good written and verbal communication skills • Analytical; able to accurately and effectively diagnose faults/ issues • Familiarity with government procurement and payment practices 	<ul style="list-style-type: none"> • Responsible for the management and maintenance of the site assigned in accordance with the contractual requirement and standards set by the client • Carry out daily routine works in the assigned building including conducting inspections to ensure that the premises are cleaned, all building installations and equipment are maintained according to schedule and are in good working condition • Carry out work plans and programmes in accordance with Client's guidelines, standard operating procedures and statutory requirements • Attend to feedback, complaints and services requested by the clients and stakeholders • Liaise with Landlord on behalf of the client to feedback and resolve facilities maintenance related matters • Any ad-hoc duties assigned by your supervisor 	<ul style="list-style-type: none"> • Mon-Fri: 8:30am to 5.30pm, Sat: 8:30am to 12.30pm
Assistant Manager (Sustainability Management)	<ul style="list-style-type: none"> • Strong understanding of Energy Management / Building Systems, Building Technologies and government initiatives etc. • Excellent project management skills with the ability to handle multiple projects simultaneously 	<ul style="list-style-type: none"> • Lead and manage sustainability projects integrating Management Systems and Smart technologies with collaboration with industry leaders and technology providers • Conduct life cycle analysis and develop tailored strategies for energy and carbon management • Analyse data-driven reports and provide professional advice to clients, ensuring transparent communication and regulatory compliance. Develop 	<ul style="list-style-type: none"> • Mon to Thur 8.30am - 6pm, Fri 8.30am - 5.30pm • 1 North Coast Avenue, #04-04, Singapore 737663

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Strong analytical skills with experience in data-driven reporting and strategy development Strong communication and collaboration skills, with the ability to engage effectively with clients and partners Passion for sustainability and a commitment to driving positive environmental impact 	<ul style="list-style-type: none"> tailored strategies for energy efficiency, water and waste management. Development of the gap analysis report based on the data Monitor and reduce carbon emissions for property owners, aligning with government initiatives in achieving net-zero emissions by 2050 Facilitate workshops and seminars to foster a culture of environmental stewardship among clients 	
Assistant Property Manager (APM)	<ul style="list-style-type: none"> Good communication, interpersonal and organization skills A team player who is meticulous about details Proficient in Microsoft Office 	<ul style="list-style-type: none"> Assist in guiding the team of Property Officers for all the estate management matters of a Division, including but not limited to routine building maintenance works, cyclical maintenance works, improvement works, conservancy and horticulture, use and control of the common property, arrears management etc. Establish and maintain close partnership with relevant agencies and grassroots organizations so as to achieve the vision and mission of the Town Council Liaise with external contractors to ensure improvement works are carried out to contractual standards, provide leadership to a team in the day-to-day estate management operations and to effectively carry out the functions and duties of the Town Council Any ad-hoc duties are assigned 	<ul style="list-style-type: none"> Mon-Fri: 8:30am to 5.30pm, Sat: 8:30am to 12.30pm
Bidding Manager	<ul style="list-style-type: none"> Strong project management skills, with proven ability to lead complex, multi-stage bids Excellent written and verbal communication skills, with attention to detail and ability to present complex information clearly Proficiency in bid management software and tools, as well as 	<ul style="list-style-type: none"> Oversee and coordinate the entire bidding process from start to finish, ensuring timely submission of all bid documents Develop bid-winning strategies by analyzing project requirements, assessing competitors, and understanding client expectations Ensure that bid proposals are professionally presented, accurate, and meet all client and regulatory requirements Lead the development of proposals, including writing, formatting, and 	<ul style="list-style-type: none"> Mon to Thurs 8.30am - 6pm, Fri 8.30am - 5.30pm Westgate, 3 Gateway Drive, Singapore 608532

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>Microsoft Office Suite (Word, Excel, PowerPoint)</p> <ul style="list-style-type: none"> Knowledge of architectural and construction industry standards, regulations, and contract types 	<p>structuring bid documents to effectively communicate the firm's value proposition</p> <ul style="list-style-type: none"> Customize proposals to highlight relevant experience, past projects, and specific capabilities suited to the client's needs Coordinate with technical and design teams to incorporate accurate project plans, timelines, and cost estimates in proposals Establish and maintain relationships with prospective clients, acting as the primary point of contact throughout the bidding process Gather insights on client needs and expectations to tailor bids and enhance the firm's competitive edge Represent the firm in pre-bid meetings, site visits, and other client interactions as required Collaborate with finance teams to develop cost-effective pricing strategies that align with the firm's profitability goals Conduct risk assessments for each project, identifying potential challenges and proposing risk mitigation strategies Ensure financial accuracy and clarity in bid submissions, including projected costs, cash flows, and budget allocations Continuously monitor market trends, industry standards, and competitor activities to enhance the firm's bidding approach Identify new business opportunities and emerging sectors for potential bids Provide feedback and insights to leadership based on bid outcomes, market shifts, and competitor behavior Develop database of wins and losses for strategic fee pricing and MDT formation Implement and refine best practices for the bidding process, ensuring efficiency, compliance, and consistency across all submissions 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Maintain accurate records of all bids, including feedback and lessons learned, to inform future bids and decision-making Ensure all bid processes comply with local and industry regulations, including documentation and submission requirements Mentor and train junior staff involved in the bid process to ensure skill development and knowledge sharing Collaborate closely with cross-functional teams to create a cohesive approach to bidding, integrating diverse expertise across departments 	
BIM Modeller	<ul style="list-style-type: none"> Experienced in Autodesk Revit and/or AutoCAD Civil 3D Advantageous for candidates with experience in BIM Coordination or Simulation using Navisworks, VRcollab, Fuzor, Revizto, or other relevant software 	<ul style="list-style-type: none"> Interpret drawings and create/update BIM models Produce BIM documentation with proper title block for submission Create/modify BIM Object Families (parametric and non-parametric) Upkeep the record of BIM/Drawing versions and ensure BIM deliverables and documentation follow BEP or requirement/instruction as stipulated Coordinate and communicate with team members if further details or clarification is required Support BIM Coordinator/BIM Manager in coordinating with other stakeholders whenever required 	<ul style="list-style-type: none"> Mon to Thur 8.30am - 6pm, Fri 8.30am - 5.30pm Westgate, 3 Gateway Drive, Singapore 608532
Building Manager	<ul style="list-style-type: none"> Must have experience in managerial role Good communication and stakeholder management skills Confident to make decisions of reasonable quality Proactive in driving new initiatives Able to work and deal sensitively and fairly with people from diverse cultural backgrounds Proficiency in MS Office suite 	<ul style="list-style-type: none"> Supervise and lead the Operations team in managing the overall operation, maintenance and upkeep of the property and facilities To manage building's facilities including but not limited to assets enhancement, supervision of contractors, liaison with clients and facilities operation To support facility management team in day-to-day operation, conduct due diligence check in facilities condition and verification of routine servicing perform by maintenance contractors is in accordance with specifications Attend to feedback and service requests from clients and liaise with contractors on all maintenance matters 	<ul style="list-style-type: none"> Mon-Fri: 8.30am to 6pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Supervise, plan and organise a team of contractors in carrying out planned and ah-hoc maintenance and their work routines Compile, collate and analyze operational data and reports for continuous improvement Any other ad-hoc duties as assigned by your supervisor 	
Facilities Manager (FM)	<ul style="list-style-type: none"> Experience with building maintenance works including water leakage and building defects Experience in integrated facilities management or commercial properties experience is preferred Good communication and stakeholder management skills Attention to details, takes initiative and has a customer-oriented mindset Conversant in M&E and building maintenance works Able to prioritize and manage multiple projects simultaneously Confident to make decisions of reasonable quality Proactive in driving new initiatives 	<ul style="list-style-type: none"> Responsible for the day-to-day facilities management service to our client Will be part of a team to develop and maintain partnership with the client, main contractors and/or vendors Responsible for the management of facilities services to our client Recommend and implement improvement works at the Client's premises to meet service standards Facilitate and ensure contractors/vendors complete repair and maintenance work to required timelines and standards 	<ul style="list-style-type: none"> Mon-Fri: 9am to 6pm
Principal Architectural Associate	<ul style="list-style-type: none"> Proficient in Adobe Suite, Rhino, Enscape, Revit Experience with Grasshopper or parametric design, hand sketching, and AI software is a plus Demonstrate strong graphic skills with Photoshop, Illustrator, and InDesign 	<ul style="list-style-type: none"> Engage in all architecture phases, from concept design through to completion, including contract administrator Work with other disciplines to produce fully coordinated project information, including BIM models, drawings, schedules, and specifications Deliver compelling and high-quality designs that reflect creative and innovative thinking, elevating the overall project vision 	<ul style="list-style-type: none"> Mon to Thurs 8.30am - 6pm, Fri 8.30am - 5.30pm Westgate, 3 Gateway Drive, Singapore 608532

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Advantageous to be registered with the Singapore Board of Architects 	<ul style="list-style-type: none"> • Oversee large-scale projects, leveraging a minimum of 6 years of relevant experience. International project experience is a significant advantage. • Collaborate effectively, work independently as needed and flexes to support the delivery of ad hoc requirements • Communicate effectively with internal and external stakeholders. Manage third-party contributions and ensure integration with the overall design process • Use Adobe Suite, Rhino, Enscape, Revit proficiently • Experience with Grasshopper or parametric design, hand sketching, and AI software is a plus • Demonstrate strong graphic skills with Photoshop, Illustrator, and InDesign • Support team members in delivering high-quality work on time and provides mentoring to junior colleagues to foster their growth and development 	
Principal Consultant	<ul style="list-style-type: none"> • GMAP required • GMAAP preferred • IES software, solar simulation, wind simulation software 	<ul style="list-style-type: none"> • The subject matter expert for ESD, Green Design and Decarbonisation for CPG Consultants. The Qualified Personnel (GMAP/GMAAP) for green projects in CPG. • Ensuring the Decarbonisation Playbook and ESG Strategic direction from CPG Corporation Sustainability Office is achieved • Serve as project manager/lead for ESD and/or Green Design typologies Plan, lead and review work activities within the project to achieve the Green Mark or other green standard outcomes • Develop capabilities within the team to achieve Green Mark, LEED and etc this includes Gap Analysis, Computational Analysis (CFD, EM and etc), Green Design, Green Premium Assessment and Analysis, Carbon Assessment, Energy Audit and etc • Responsible for Business Development and Tender work, this includes: 	<ul style="list-style-type: none"> • Mon to Thurs 8.30am - 6pm, Fri 8.30am - 5.30pm • Westgate, 3 Gateway Drive, Singapore 608532

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> - Networking with potential clients - Preparing templates and write-ups for bidding - Securing new projects - Building networks within the industry - Be responsible for branding and thought leadership to achieve good standing for CPG Consultants and the Group Mentor, equip and train the ESD team with the necessary equipment, skills and knowledge to deliver CPG Green's outcomes 	
Principal Engineer	<ul style="list-style-type: none"> • Strong in design and coordination skills in civil, structural, and infrastructure engineering projects • Conversant with international, Eurocode or local codes and regulations as well as submission procedures • Proficiency in CAD (AutoCad or Microstation), BIM (REVIT) and civil design software • Excellent project management and able to work in a fast-paced environment • Candidates with experience from project inception to completion will be an advantage • Positive attitude and strong interpersonal and communication skills 	<ul style="list-style-type: none"> • Participate and contribute to the planning and design of civil, structural, and infrastructure engineering projects • Develop detailed design and technical specifications for tenders, and prepare tender documents to secure bids for civil, structural, and infrastructure engineering projects • Supervise and manage civil, structural, and infrastructure works, ensuring that all projects are executed according to design specifications, safety standards, and regulatory requirements. Coordinate with contractors, engineers, and other stakeholders to monitor progress, resolve issues, and maintain quality control throughout the construction process. • Collaborate with multidisciplinary teams, both internal and external, to ensure successful project delivery • Manage, lead, and coach a team of engineers to ensure successful project outcomes and foster professional growth 	<ul style="list-style-type: none"> • Mon to Thurs 8.30am - 6pm, Fri 8.30am - 5.30pm • Westgate, 3 Gateway Drive, Singapore 608532
Principal Mechanical Engineer	<ul style="list-style-type: none"> • Good working experience in a consulting firm with a proven track record in major development projects • Conversant with local codes and regulations, and authority submission procedures 	<ul style="list-style-type: none"> • Lead a team of Mechanical Engineers • Responsible for leading the planning and design of Mechanical engineering works for building services • Review reports, specifications, calculations, drawings and other documents prepared at the different stages of a project • Oversee project execution, quality and contract administration of Mechanical engineering works 	<ul style="list-style-type: none"> • Mon to Thurs 8.30am - 6pm, Fri 8.30am - 5.30pm • Westgate, 3 Gateway Drive, Singapore 608532

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Strong planning, organizational and supervisory skills Knowledge of AutoCAD and/or Autodesk Revit is advantageous A team player, able to work both independently and as a group, ensuring excellent project delivery to clients and other stakeholders 		
Project Manager	<ul style="list-style-type: none"> Knowledgeable in project management processes for all stages of project Proficient in MS Project and MS Office Excellent decision making and problem-solving skills Proven ability to lead and work under pressure 	<ul style="list-style-type: none"> Coordinate a Project Team of consultants, contractors, developer in daily-site activities Conduct Project briefing and kick start meeting Responsible for periodic progress reports Evaluate the master programme and monitor work progress Prepare cost estimates and monitor progress claim, interim certificate and issue payment response Identify potential or actual causes of delay and take preventive or remedial actions Monitor submissions and clearances from relevant authorities Assist on documentations and make recommendation to clients for award of contracts Check safety management system and conduct periodic safety inspection Conduct feasibility studies and recommendations on the development concept, preliminary programme and budget 	<ul style="list-style-type: none"> Monday to Thursday 8.30am - 6pm, Friday 8.30am - 5.30pm
Property Executive	<ul style="list-style-type: none"> Display good communication and interpersonal skills in coordinating with key stakeholders, ensuring that all relevant parties remain well-informed about project developments Pro-active, independent, able to 	<ul style="list-style-type: none"> To provide facilities management services for our clients' site Liaise various contractors and vendors to schedule preventative maintenance, cleaning services, pest control, horticulture, security management, etc through our appointed term/ sub-contractors You shall investigate, check and give recommendations for reported 	<ul style="list-style-type: none"> Mon-Fri: 9am to 6pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	work with minimal supervision and perform under pressure <ul style="list-style-type: none"> • Proficient in Microsoft Office • Service Orientated mindset 	breakdowns & faults to determine their root cause to prevent future occurrences <ul style="list-style-type: none"> • Responsible for the coordination of meetings and events such as logistics support, obtaining quotations, raising of invoices, attending to incidents and setting up of the events • Any other ad-hoc duties assigned by your supervisor 	
Property Manager	<ul style="list-style-type: none"> • Committed to providing excellent service to customers • An effective Communicator with strong analytical skills • A team player who is meticulous to details • Proactive in driving new initiatives • Able to work and deal sensitively and fairly with people from diverse cultural backgrounds • Able to provide strong leadership to a team of Property Officers 	<ul style="list-style-type: none"> • Provide leadership to a team of Property Officers in the day-to-day facilities management operations and effectively carry out the functions and duties • Inspect routine maintenance/ improvement works and provide advisory on facilities management matters • Establish and maintain good rapport and close partnership with relevant agencies and other contractors • Liaise with and supervise contractors, recommend and implement improvement works, attend to feedback, complaints and services requested • Required to prepare and submit management reports • Any other duties are assigned by the Supervisor 	<ul style="list-style-type: none"> • Mon-Fri: 8:30am to 5.30pm Sat: 8:30am to 12.30pm
Property Officer	<ul style="list-style-type: none"> • Good team player with good communication and interpersonal skills • To conduct site inspections and able to speak Mandarin to interact with the residents • Proficient in Microsoft Office 	<ul style="list-style-type: none"> • To provide supervision and ensure that all repair and routine maintenance works undertaken by the contractors are carried out properly and completed satisfactorily in accordance with the terms and conditions of the contract • Schedule and ensure breakdown, preventive and corrective maintenance activities are carried out effectively • Perform regular inspections and handle enforcement work at the common property areas and to ensure that such common property is in satisfactory and serviceable condition and properly maintained according to the standards required by the relevant authorities and to 	<ul style="list-style-type: none"> • Mon-Fri: 8:30am to 6.00pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>recommend any works which are necessary</p> <ul style="list-style-type: none"> Responsible for investigating, checking and analyzing reported breakdowns and faults to determine their cause for the prevention of future occurrences Any other ad-hoc duties assigned by your supervisor 	
Quantity Surveyor	<ul style="list-style-type: none"> Candidates with SISV and/or RICS professional membership will be at an added advantage Conversant with Singapore building codes and regulations Strong planning, organisational and supervision skills Strong communication and team player Candidates with more years of experience may be considered for a senior role 	<ul style="list-style-type: none"> Pre-contract functions involving estimation of project costs, cost planning and control, preparation of tender documents, value engineering exercise, contract documentation and other pre-contract related activities Post-contract functions involving progress payment valuation and recommendation, valuation of variations, settlement of variation claims with contractors, settlement of final account and other post-contract related activities Providing contractual advice and Contractual Claims management Any other duties as assigned by the Division 	<ul style="list-style-type: none"> Monday to Thursday 8.30am - 6pm, Friday 8.30am - 5.30pm Westgate, 3 Gateway Drive, Singapore 608532
Resident Technical Officer	<ul style="list-style-type: none"> Registered as Resident Technical Officer accredited by IES/ACES Proficient in MS Word, Excel and Project for project update and report 	<ul style="list-style-type: none"> Carry out construction supervision of construction works as required under the BCA regulations and ensure that the design documentation is safely and accurately implemented on site Responsible for the co-ordination of work on site and ensure construction safety Undertake any other duties related to the project assigned 	<ul style="list-style-type: none"> Monday to Thursday 8.30am - 6pm, Friday 8.30am - 5.30pm, Saturday 8.30am - 12.30pm
Senior Civil & Infrastructure Engineer	<ul style="list-style-type: none"> Exposure in design of Civil Engineering works High level of competence in the use of engineering design software 	<ul style="list-style-type: none"> To be involved in the planning and designing of civil and infrastructure engineering works To prepare the design and technical specifications for tenders; as well as tender documents for the bidding of civil and infrastructure engineering projects To supervise in the civil and infrastructure works To collaborate with peers in other disciplines in feasibility study and design, and ensure delivery of quality service for clients 	<ul style="list-style-type: none"> Monday to Thursday 8.30am - 6pm, Friday 8.30am - 5.30pm Westgate, 3 Gateway Drive, Singapore 608532

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Any ad-hoc duties as per assigned 	
Senior Civil & Structural Engineers	<ul style="list-style-type: none"> Possess good technical and analytical skills Be familiar in project management and industry codes and standards Past exposure to infrastructure, drainage, coastal engineering, ABC Waters projects, is an advantage Having experience in using numerical modelling for infrastructure project, particular coastal/ marine/ drainage will be an added advantage Candidate with more years of experience may be considered for a senior role 	<ul style="list-style-type: none"> Be responsible to contribute technically to infrastructure engineering projects To develop solutions for infrastructure problems such as to protect coastlines, habitat restoration and coastal/inland flood mitigation To coordinate with the design team in other disciplines to carry out the feasibility study, participate in engineering design for infrastructure projects, and ensure delivery of quality service for clients To manage the Project at different stages for the delivery of the Project milestone Be able to present technical contents on engineering to the client 	<ul style="list-style-type: none"> Mon to Thurs 8.30am - 6pm, Fri 8.30am - 5.30pm Westgate, 3 Gateway Drive, Singapore 608532
Senior Facilities Executive	<ul style="list-style-type: none"> Able to work under pressure and meet tight deadlines Must have valid Fire Safety Manager certification and a practicing FSM Strong in hard FM services such as M&E and able to work independently 	<ul style="list-style-type: none"> Reporting to the Facilities Manager, assist in the management of facilities management services for Site assigned to you Scheduling preventative maintenance, pest control, horticulture, security management etc. Investigate, check and analyse reported breakdowns & faults to determine their cause for the prevention of future occurrences Supervise contractors to carry out maintenance work to ensure that the upkeep and the Site is maintained to meet the service standard Have experience in water tank cleaning and annual power shut down (familiar with the steps-by-steps procedure) 	<ul style="list-style-type: none"> Mon-Fri: 8:30am to 5.30pm
Senior Interior Designer	<ul style="list-style-type: none"> Proficient in AutoCAD, sketch up, photoshop and other relevant software. Ability in visualization software an advantage namely 3DMax etc. 	<ul style="list-style-type: none"> Feasibility studies, putting together mood images, planning layout and conceptualize interior design with options Prepare and present (where appropriate) interior design 	<ul style="list-style-type: none"> Mon to Thurs 8.30am - 6pm, Fri 8.30am - 5.30pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Experience in design development, documentation and detailing. An interest and ability in FFE and materials. Able to understand Client needs, architectural requirements and provide appropriate advice on interior design layout Self-motivated with initiative and a team player 	<ul style="list-style-type: none"> considerations to client, consultants and contractors, if necessary Design development that would include schematic design, detailed drawings and tender specifications Preparation of interior design documents for calling of tenders, quotations, including FFE selection, custom design of signature furniture pieces, specifications and cut sheets Conduct and document ID meetings with contractors, consultants and clients Where appropriate, to participate in interior design project management & coordination e.g. checking shop drawings, etc. Monitor and manage interior design works and progress on site Assist with verification of as-built, defect rectification and handover of interior design works to Client Project and/or design management of more than 2 ID projects at any given time To interact and discuss with Directors on pushing boundaries in design, new fields and delivery excellence 	<ul style="list-style-type: none"> Westgate, 3 Gateway Drive, Singapore 608532
Senior Principal Landscape Architect	<ul style="list-style-type: none"> Proficient in Microsoft Office applications Possess project management skills, good interpersonal skills and a team player A self-motivated individual who is positive, proactive and driven 	<ul style="list-style-type: none"> To oversee the planning, execution, and delivery of landscape projects throughout the project lifecycle To oversee technical resolution and production of technical drawings To manage design deliverables and construction lifecycle of multiple projects To lead in coordination work with client, consultants and/or contractors for multiple projects To represent the team at all official project meetings for coordination with clients, contractors, and internal teams to ensure project requirements are understood and executed To serve as the primary point of contact for clients throughout the project lifecycle To manage the project cost that includes manpower cost and resourcing 	<ul style="list-style-type: none"> Mon to Thurs 8.30am - 6pm, Fri 8.30am - 5.30pm Westgate, 3 Gateway Drive, Singapore 608532

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> To monitor project progress and adjust plans as necessary to ensure successful completion To review and approve landscape drawings, ensuring they meet client expectations and adhere to industry standards Ensure all projects comply with local regulations, environmental standards, and safety requirements To coordinate with other consultants to ensure integration of other elements into the landscape design To conduct site inspections to assess the quality of construction and adherence to design plans. Resolve any issues or discrepancies that arise during construction. To provide guidance and support to team members, fostering a collaborative and productive work environment 	
Technical Executive	<ul style="list-style-type: none"> Preferred with working experience in government project Good communication skills to establish good working rapport with stakeholders Good to have Fire Safety Manager cert and currently is a practising Fire Safety Manager (FSM) 	<ul style="list-style-type: none"> Assist Building Manager in the daily operations Supervise, plan and organize a team of on-site contractors in carrying out planned and ad-hoc maintenance works Investigate, check and analyze reported breakdowns & faults to determine their cause for the prevention of future occurrences Supervise upgrading projects, if required Carry out regular inspection to the facilities and systems and ensure their functionality and reliability Ensure contractors carry out works in accordance with contract requirements, including evaluation of contractors' performance and review of contract specifications Follow up with term contractors on defects rectification after servicing work 	<ul style="list-style-type: none"> Mon to Fri: 8.30am to 5.30pm, Sat: 8.30am to 12.30pm
Technician/ Technical Officer	<ul style="list-style-type: none"> Pro-active, independent, able to work with minimal supervision and perform under pressure 	<ul style="list-style-type: none"> Assist in the management and maintenance of the site in accordance with the contractual requirements and standards set by the Client 	<ul style="list-style-type: none"> Mon to Fri: 8.30am to 6pm Sat: 8:30am to 12:30pm (weekend)

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Hands-on experience in the building operation, M&E services Experience in trouble shooting of breakdowns/ faults and performing service recovery is necessary 	<ul style="list-style-type: none"> Carry out daily routine works including conducting inspections to ensure that all building installations and equipment are maintained according to schedule and are in good working condition Carry out work plans and programmes in accordance with Client's guidelines, Standard Operating Procedures and statutory requirements and attend to feedback, complaints and services as requested by the Client Oversee works/services and ensure that services are delivered on time and according to Client's requirements Supervise and manage contractors on the scheduled maintenance of various functions and systems within the building premises Any other ad-hoc duties assigned by your supervisor 	may be required if needed)
Urban Planner	<ul style="list-style-type: none"> Ability to deal with large scale projects and keen interest in dealing with urban issues Familiar with Singapore urban planning and development Strong graphic skill Competent in software skills such as MS Office (Word, Power Point), CAD, Sketch-up, Photoshop, Illustrator, and InDesign is preferred. Being familiar with ArcGIS is a plus Possess excellent organizational skills complemented with strong people and communication skills with the ability to integrate within a multi-disciplinary team 	<ul style="list-style-type: none"> Support Senior/Principal Planner to deliver planning tasks/projects in term of both technical proposal and presentation Collaborate with a diverse team of urban planners and designers to design and document design projects from concept through detailed planning Ensure a project is comprehensively documented for client and government submission at all stages of the project Prepare project reports to submit to clients Produce, follow and ensure the precision and high-quality presentation of technical drawings and studies Communicate any conflict or challenges which may arise in the progress of a project to Senior / Principal Planners or Project Manager 	<ul style="list-style-type: none"> Mon to Thur 8.30am - 6pm, Fri 8.30am - 5.30pm Westgate, 3 Gateway Drive, Singapore 608532

#4 Cushman & Wakefield

We are a full-service global commercial real estate company with over 100 years of experience, 52,000 professionals and 400 offices worldwide. We are driven to solve complex problems, and we have the expertise and experience to bring solutions to life.

Job Positions	Pre-requisites	Key Responsibilities	• Working Hours / Location
Account Manager	<ul style="list-style-type: none"> • Diploma/ Degree with 3 years relevant working experiences • Candidates from Facilities Management/ Construction background is advantageous 	<ul style="list-style-type: none"> • Foster goal achievement, team building, communication, and overall performance in all operations areas and across sections • Develop plans to achieve safety and environmental goals and objectives and ensure an active and effective EH&S committee • Ensure the company is in compliance with all regulatory agency requirements as they relate to environmental health and safety in the following: <ul style="list-style-type: none"> • Interface and collaborate with internal and external stakeholders in the development of cross departmental work • Lead development and maintenance of the company's business continuity plans, to reduce risks and ensure rapid recovery of key business operations during any emergency disaster according to corporate guidelines • Assure Client facilities' requirements are proactively planned, executed and maintained. Assure that facilities' documentation, including design drawings, as-builds and specifications, are up to date and accurate. • Develops and Oversees Operations Budget preparation, management, tracking and P&L forecast and actualization, and identifies opportunities to increase revenue and decrease costs • Ensure tight milestones, KPIs and targets are met promptly • Develop necessary Planned Preventive Maintenance procedures for all the assets • Develops mid-and long-term Life Cycle Assets Replacement plans 	<ul style="list-style-type: none"> • Mon - Fri, 8.30am - 5.30pm • 750A Chai Chee Road #05-01 ESR BizPark @ Chai Chee, Singapore 469001

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Job Positions	Pre-requisites	Key Responsibilities	• Working Hours / Location
		<ul style="list-style-type: none"> Reviews and updates SOPs and processes to strengthen the FM Operations Lead a team of maintenance staff to provide efficient and effective soft Facility Management services, Building-related equipment maintenance, M&E, Commercial and Estate Management services Prepare and manage the budget and cyclical maintenance of Building Fabric & M&E Assets/Equipment at the clients' premises Maintain effective and timely reporting processes and activities to the respective client Dare to overcome challenges and adversities possessed by clients Recruit, manage and develop staff to meet departmental business needs Develop staff and manage performance to ensure the organization is effective and poised to strategically meet the challenges of the business Build and maintain good relationship with clients and key stakeholders Take accountability and ownership of Workplace Safety & Health (WSH) standards and outcomes in building up a Safety Culture. Perform any other/related duties as required and directed/assigned. 	
Assistant Building Manager	<ul style="list-style-type: none"> Diploma/ Degree with 3 years relevant working experiences Candidates from Facilities Management/ Construction background is advantageous 	<ul style="list-style-type: none"> Under the supervision of the Facilities Manager, the Assistant Facilities Manager supports the facilities organization at a specific location, set of buildings, or campus environment. The Assistant Facilities Manager is charged with supporting the day-to-day implementation of policies, procedures, programs and workplace services delivery that provides a well-managed and well-maintained building. Place an emphasis on a positive response to the concerns and needs of the tenants, environmental health and safety, and quality programs, in coordination with the client's goals and objectives 	<ul style="list-style-type: none"> Mon - Fri, 8.30am - 5.30pm 750A Chai Chee Road #05-01 ESR BizPark @ Chai Chee, Singapore 469001

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Assistant Manager	<ul style="list-style-type: none"> Diploma or Degree in facilities management and/or built environment, or related disciplines from a recognized institution 	<ul style="list-style-type: none"> To provide assistance and support to the Account Director who is overall in charge of and directly responsible for the planning, implementation, supervision and manage all the projects in his charge Offer technical and logistical support to both new and existing accounts within the purview of the Account Director Initiate and oversee market research endeavors, focusing on the implementation of digitization strategies to elevate efficiency in site operations Undertake managerial responsibilities for smaller accounts and oversee associated responsibilities To provide covering of duties for sites, budget review and forecast, project mobilization and transition management Support the site team to align with client expectations and contractual requirements and support the operation in maintenance and customer support Assist in Organize the team for operational phasing in & out for all documentation for maintenance work, operation, fault reporting, fire safety management, crisis management & Health & safety management Manage expenditure, address operational and administrative issues, and ensure procedures are carried out properly Establish good relations between own team members and clients Assist HQ in tendering of project, proposal's preparation, attend tender site visit & tender interview Support site teams from HQ in event of electrical shutdown & emergency service breakdown Do audit of building services, pulse visitations and special duties when assigned Conduct market and industry research when assigned 	<ul style="list-style-type: none"> Mon - Fri, 8.30am - 5.30pm 750A Chai Chee Road #05-01 ESR BizPark @ Chai Chee, Singapore 469001

Job Positions	Pre-requisites	Key Responsibilities	• Working Hours / Location
		<ul style="list-style-type: none"> Perform any related duties as required and directed Take accountability and ownership of Workplace Safety & Health (WSH) standards and outcomes in building up a Safety Culture 	
BMS Engineer	<ul style="list-style-type: none"> Possess a recognized diploma in any discipline of building, facilities, or engineering (with M&E background preferred) related discipline from a recognized establishment Minimum of 5 years of relevant working experiences in facility management works Trained in Building Management System 	<ul style="list-style-type: none"> The BMS Engineer deployed on site is required to perform planned and ad-hoc maintenance works including supervising the Technicians and Contractors in carrying out the works in specific projects The BMS Engineer should also possess good communication skills and be able to relate to different levels of people The BMS Engineer should also be proactive in learning and implementing new technologies on site The BMS Engineer will also be holding a concurrent role of TE and will discharge his/her duty according to the requirement of the BMS Engineer <p>The responsibilities of the BMS Engineer shall include but not limited to the following:</p> <ul style="list-style-type: none"> On daily basis, follow up on anomalies or faults detected from the use of the BMS to optimize the building equipment Deep dive into building function and equipment to improve energy efficiencies and eliminate intermittent faults, derive new fault rules specific and relevant to the Sites Manage, operate, configure, modify and perform troubleshooting on the BMS system 	<ul style="list-style-type: none"> Monday to Friday 08:30 – 17:30 750A Chai Chee Road #05-01 ESR BizPark @ Chai Chee, Singapore 469001
Business Development Executive/ Manager	<ul style="list-style-type: none"> Diploma/ Degree in Facilities Management, Estate Management, Business Management or relevant related discipline from a recognized tertiary institute 	<ul style="list-style-type: none"> Lead the business development efforts for the Facilities Management (FM) business, establishing and nurturing relationships with potential customers and service partners, and to identify and develop new and existing business opportunities 	<ul style="list-style-type: none"> Mon - Fri 8.30am - 5.30pm, Sat 8.30am - 12.30pm 750A Chai Chee Road #05-01 ESR BizPark @ Chai Chee,

Job Positions	Pre-requisites	Key Responsibilities	<ul style="list-style-type: none"> Working Hours / Location
			Singapore 469001
Cleaner	<ul style="list-style-type: none"> Possess prior cleaning experiences 	<ul style="list-style-type: none"> Cleaning, stocking and supplying designated facility areas (dusting, sweeping, vacuuming, mopping, cleaning ceiling vents, restroom cleaning and etc.) Performing and documenting routine inspection and maintenance activities Carry out heavy cleaning tasks whenever required Cooperate with rest of the staff Follow all health and safety regulations 	<ul style="list-style-type: none"> 42.5 hours 07:00 – 16:30 07:30 – 17:00 750A Chai Chee Road #05-01 ESR BizPark @ Chai Chee, Singapore 469001
Cleaning Supervisor	<ul style="list-style-type: none"> Possess prior cleaning experiences Experience to supervisor a team 	<ul style="list-style-type: none"> To oversee all cleaning operations on-site, ensuring that cleaning staff efficiently perform their duties and maintain the highest cleaning standards Responsible for regularly reviewing the performance of cleaning staff and making necessary adjustments to cleaning schedules to optimize efficiency and effectiveness In charge of regular communication with clients, understanding their needs, and ensuring their satisfaction with cleaning services Required to perform daily site inspections to assess the cleanliness and overall condition of clients' premises and hostel. Additionally, weekly night spot checks to ensure cleaning standards are upheld during non-business hours. Provide support and guidance to cleaning supervisors Responsible for tracking cleaning consumables, managing inventory, and ensuring that they are used in accordance with the allocated budget to minimize wastage To assist the Cleaning Manager or other higher-ranking personnel with their requests and tasks Responsible for driving and maintaining the company van, ensuring its good working condition and adherence to safety regulations 	<ul style="list-style-type: none"> Monday to Friday 08:30 – 17:30 Saturday 08:30 – 12:30 750A Chai Chee Road #05-01 ESR BizPark @ Chai Chee, Singapore 469001

Job Positions	Pre-requisites	Key Responsibilities	• Working Hours / Location
		<ul style="list-style-type: none"> Assist with cleaning tasks such as carpet cleaning and marble polishing as needed, which may involve hands-on cleaning or supervising of cleaning staff 	
Contract Manager/Project Quantity Surveyor	<ul style="list-style-type: none"> Diploma/ Degree with 3 years relevant working experiences Candidates from Facilities Management/ Construction Background is advantageous 	<ul style="list-style-type: none"> Provide the cost and contracts administration services Carry out cost control to ensure that the Material Procurement Tender Schedule is within the allocated budget as specified by Client Prepare and report financial projection and carry out budgetary and expenditure control of Contractors' contracts prior to commencement of work Prepare and recommend monthly progress payment claims, and final account submitted by the term contractors and to ensure timely and complete submission for payment Evaluate and carry out joint measurement with Contractors on their claims for Purchase Order/ Works Order Administer term contract works to be carried out by Contractors (before and after start of work) Compile, check, certify and confirm Contractors' invoices to ensure that the invoices tally with Purchase Order/ Works Order Review and prepare specifications, evaluate and recommend tender submissions Carry out contract documentation and preparation relating to tender acceptance and contract execution Obtain and monitor the Performance Bonds, Bankers Guarantees and any other forms of insurance Prepare tender documents, tender evaluation report, variation agreements and render professional advice on any penalties, liquidated damages when deem necessary 	<ul style="list-style-type: none"> Mon - Fri 8.30am - 5.30pm, Sat 8.30am - 12.30pm 750A Chai Chee Road #05-01 ESR BizPark @ Chai Chee, Singapore 469001
Customer Service Officer	<ul style="list-style-type: none"> Preferably 'O' levels or equivalent 	<ul style="list-style-type: none"> Answer incoming calls and respond to customer's emails Provide accurate and timely information 	<ul style="list-style-type: none"> 8-hour rotation shifts

Job Positions	Pre-requisites	Key Responsibilities	<ul style="list-style-type: none"> Working Hours / Location
	<ul style="list-style-type: none"> Prior experience in Contact Centre environment 	<ul style="list-style-type: none"> Manage customers' complaints and feedback with a good closure Follow up on cases to ensure timely resolution 	<ul style="list-style-type: none"> 750A Chai Chee Road #05-01 ESR BizPark @ Chai Chee, Singapore 469001
Despatcher	<ul style="list-style-type: none"> Able to work independently with minimum supervision 	<ul style="list-style-type: none"> Ensure collection operations are properly executed at each station Verification of each item upon collection, and delivery to the LPO at Chai Chee Office related duties, pick up/drop off services to designated Authorities Other duties as assigned by Supervisor Mileage is reimbursable (Concession card) 	<ul style="list-style-type: none"> Mon - Fri 8.30am - 5.30pm, Sat 8.30am - 12.30pm 750A Chai Chee Road #05-01 ESR BizPark @ Chai Chee, Singapore 469001
Engineering Technician	<ul style="list-style-type: none"> Nitec/ Higher Nitec in Mechanical, Electrical Engineering or Electronics. Minimum 1 year working experience in facilities management. Able to perform task assigned by supervisor. Able to follow company SOPs and document report incidents when required. Able to perform shift hours and standby for emergency scenarios. Good team player and has self-initiative 	<ul style="list-style-type: none"> Provide front line engineering support for M&E and building services Attend to breakdowns, servicing, repairing and emergency requests Manage fire command center systems like BMS, Fire Alarm and ACMV system etc. Good hand on skill for corrective work action for M&E system Ensure work is done properly and sign off service report with name and date Record and highlight any consumption spike in BTU, Water and Electrical meter reading Update occurrence book with date and time for the work done in shift duty Enforce safety rules and regulation needed to be comply by term contractors for site work Email and update to team leader and supervisor for shift work Provide support to Engineer, Technical Executive and Managers 	<ul style="list-style-type: none"> Shift hours 750A Chai Chee Road #05-01 ESR BizPark @ Chai Chee, Singapore 469001
Facilities Executive	<ul style="list-style-type: none"> Diploma/ Degree with 3 years relevant working experiences Candidates from Facilities Management/ 	<ul style="list-style-type: none"> Under the supervision of the Facilities Manager, the Facilities Executive supports the facilities organization at a specific location, set of buildings, or campus environment. 	<ul style="list-style-type: none"> Mon - Fri 8.30am - 5.30pm, Sat 8.30am - 12.30pm

Job Positions	Pre-requisites	Key Responsibilities	<ul style="list-style-type: none"> Working Hours / Location
	Construction background is advantageous.	<ul style="list-style-type: none"> The Facilities Executive is charged with supporting the day-to-day implementation of policies, procedures, programs and workplace services delivery that provides a well-managed and well-maintained building. Place an emphasis on a positive response to the concerns and needs of the tenants, environmental health and safety, and quality programs, in coordination with the client's goals and objectives. 	<ul style="list-style-type: none"> 750A Chai Chee Road #05-01 ESR BizPark @ Chai Chee, Singapore 469001
Fire Safety Officer	<ul style="list-style-type: none"> Those with Facilities Management operation experiences or equivalent is an added advantage 	<ul style="list-style-type: none"> To lead and manage the full duties of Senior FSM and FSM for selected Army Camps in accordance with the Fire Safety Act and its subsidiary regulations To prepare and execute the Emergency Response Plan (ERP) for the premises and distribute the ERP to the occupants of the premises To advise and recommend a list of fire-fighting equipment for the Company Emergency Response Team where applicable To train, coordinate and supervise the Company Emergency Response Team for the premises in first-aid, firefighting, and evacuation in the event of fire or other related emergencies To conduct daily checks and inspections within the premises and remove or cause to be removed any fire hazard that is found within the premises and prepare monthly FSM inspection report To supervise the maintenance of Fire Safety works in the premises and follow up on the repair or replacements and when necessary To conduct in-house fire drills for the occupants of the premises at least once or twice in every calendar year or on such occasion as may be directed by the commissioner or SCDF To conduct at least 2 table-top exercises within the premises each year and to evaluate the ERP for 	<ul style="list-style-type: none"> 0830 to 1730hrs 750A Chai Chee Road #05-01 ESR BizPark @ Chai Chee, Singapore 469001

Job Positions	Pre-requisites	Key Responsibilities	• Working Hours / Location
		<p>those premises and to record minutes of meetings and provide feedback for improvement</p> <ul style="list-style-type: none"> • To furnish incident report and investigation report in the event of fire and other related emergencies, including fire drills and table-top exercise • To conduct necessary training and regular briefing to the occupants in the premises in support of Fire Safety such as: first aid, firefighting, and evacuation in the event of fire or other related emergencies • To supervise those premises with Fire Command Centre on the operation in the event of fire and other related emergencies • To prepare Fire Safety guidebook and support the Fire Management System setup for the occupants of the premises • To carry out Fire Risk Assessment of the premises and recommended areas of improvement • To ensure annual Fire Certificate Renewal for premises with PE Endorsement • To perform any other tasks as and when assigned by Superior 	
Inspection Team Executive	<ul style="list-style-type: none"> • Diploma/ Degree with 2 - 3 years relevant working experiences • Candidates from Facilities Management/ Construction background is advantageous. 	<ul style="list-style-type: none"> • Oversee all inspection services carried out by trained inspectors, Qualified Person(s), technical specialist. The team shall be responsible to inspect, update, manage and track all defects • Compile information necessary to ensure all site-specific documentation and reports are completed accurately and on time. • Expected to be thoroughly familiar with the management contract, vendor agreements, and other building/facility contracts and all requirements contained therein • Monitor and ensure that tenants and vendors comply with insurance requirements and coordinate all claims as required • Proactively inspect the facility, systems, rooms, common areas, etc. 	<ul style="list-style-type: none"> • Mon - Fri 8.30am - 5.30pm, Sat 8.30am - 12.30pm • 750A Chai Chee Road #05-01 ESR BizPark @ Chai Chee, Singapore 469001

Job Positions	Pre-requisites	Key Responsibilities	• Working Hours / Location
		and report back any findings or issues to the Facility Manager	
Inspection Team Manager	<ul style="list-style-type: none"> • Diploma/ Degree with 2 - 3 years relevant working experiences with People management experience • Candidates from Facilities Management/ Construction background is advantageous 	<ul style="list-style-type: none"> • The Inspection Team Manager oversees all inspection services carried out by trained inspectors, Qualified Person(s), technical specialists. The team shall be responsible to inspect, update, manage and track all defects. • Compile information necessary to ensure all site-specific documentation and reports are completed accurately and on time • Expected to be thoroughly familiar with the management contract, vendor agreements, and other building/facility contracts and all requirements contained therein • Monitor and ensure that tenants and vendors comply with insurance requirements and coordinate all claims as required • Proactively inspect the facility, systems, rooms, common areas, etc. and report back any findings or issues to the Facility Manager 	<ul style="list-style-type: none"> • Mon - Fri 8.30am - 5.30pm, Sat 8.30am - 12.30pm • 750A Chai Chee Road #05-01 ESR BizPark @ Chai Chee, Singapore 469001
Maintenance Technician	<ul style="list-style-type: none"> • Diploma in Facilities Management/ Mechanical Engineering/ Electrical Engineering/ Building Services or equivalent • Minimum 2 years of relevant facility management experiences or equivalent 	<ul style="list-style-type: none"> • Provide front line engineering support for M&E and building services • Attend to breakdowns, servicing, repairing and emergency requests • Manage fire command center systems like BMS, Fire Alarm and ACMV system etc. • Good hand on skill for corrective work action for M&E system • Ensure work is done properly and sign off service report with name and date • Record and highlight any consumption spike in BTU, Water and Electrical meter reading • Update occurrence book with date and time for the work done in shift duty • Enforce safety rules and regulation needed to be comply by term contractors for site work • Email and update to team leader and supervisor for shift work 	<ul style="list-style-type: none"> • Shift hours • 750A Chai Chee Road #05-01 ESR BizPark @ Chai Chee, Singapore 469001

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Provide support to Engineer, Technical Executive and Managers 	
Project Manager	<ul style="list-style-type: none"> Degree / Diploma / Higher Nitec in Building Services / Facilities Maintenance or Mechanical / Electrical Engineering or equivalent 2 to 3 years relevant experience in property/ estate / facilities management or building/ facilities maintenance Experience in Greenmark Project/ ACMV will be advantageous 	<ul style="list-style-type: none"> Liaise with client's representatives on all site matters with proper documentation Deal effectively with all consultants, construction teams, and relevant authorities Provide leadership and direction on all project operations and activities such as the design, plan, schedule, scope and budget Manage and ensure completion of assigned upgrading / Additional & Alteration (A&A) works in accordance with the client's expectation within the timeline and budget Ability to manage multiple projects at a time Liaise closely with sub-contractors, architects, consultants, and relevant authorities to ensure the smooth execution of project Ensure that works are executed in accordance with approved plans/drawings and in accordance with contract specification Able to chair project kick-off meetings, progress meetings and all other project related meetings with clients, consultants, and other parties Able to prepare tender document including the estimated price value and specification write up Preparation & Monitoring of project progress claim, variation, and final accounts daily/weekly for all parties Conduct quality assurance reviews to ensure that the required work is satisfactorily performed and completed by certified consultants Any other related duties that may be assigned 	<ul style="list-style-type: none"> Mon - Fri 8.30am - 5.30pm, Sat 8.30am - 12.30pm 750A Chai Chee Road #05-01 ESR BizPark @ Chai Chee, Singapore 469001
Project Manager (Government Project)	<ul style="list-style-type: none"> Degree/ Diploma/ Higher Nitec in Building Services/ Facilities Maintenance or Mechanical / Electrical Engineering or equivalent 	<ul style="list-style-type: none"> Liaise with client's representatives on all site matters with proper documentation Deal effectively with all consultants, construction teams, and relevant authorities 	<ul style="list-style-type: none"> Mon - Fri 8.30am - 5.30pm 750A Chai Chee Road #05-01 ESR BizPark @

Job Positions	Pre-requisites	Key Responsibilities	• Working Hours / Location
	<ul style="list-style-type: none"> 2 to 3 years relevant experience in property/ estate/ facilities management or building/ facilities maintenance 	<ul style="list-style-type: none"> Provide leadership and direction on all project operations and activities such as the design, plan, schedule, scope and budget Manage and ensure completion of assigned upgrading / Additional & Alteration (A&A) works in accordance with the client's expectation within the timeline and budget Ability to manage multiple projects at a time Liaise closely with sub-contractors, architects, consultants, and relevant authorities to ensure the smooth execution of project Ensure that works are executed in accordance with approved plans/drawings and in accordance with contract specification Able to chair project kick-off meetings, progress meetings and all other project related meetings with clients, consultants, and other parties Able to prepare tender document including the estimated price value and specification write up Preparation & Monitoring of project progress claim, variation, and final accounts daily/weekly for all parties Conduct quality assurance reviews to ensure that the required work is satisfactorily performed and completed by certified consultants Any other related duties that may be assigned 	<ul style="list-style-type: none"> Chai Chee, Singapore 469001
Property Officer	<ul style="list-style-type: none"> Degree/ Diploma/ Higher Nitec in Building Services/ Facilities Maintenance or Mechanical/ Electrical Engineering or equivalent 2 to 3 years relevant experience in property/ estate/ facilities management or building/ facilities maintenance Knowledge in building works and facilities management 	<ul style="list-style-type: none"> Assist the Building Manager in the daily operations Manage all Sub-Contractors, supervise & coordinate Facility Management activities and ensure all works adhere to legal regulations Preparation of monthly and incident reports pertaining to the site(s) Ensure smooth operations on site(s) Manage ad-hoc project(s) Facilitate incident investigation whenever necessary 	<ul style="list-style-type: none"> Mon - Fri 9.00am - 6.30pm 750A Chai Chee Road #05-01 ESR BizPark @ Chai Chee, Singapore 469001

Job Positions	Pre-requisites	Key Responsibilities	• Working Hours / Location
	<ul style="list-style-type: none"> Possess good communication skills in liaising with both internal and external stakeholders 		
Quality Control Officer	<ul style="list-style-type: none"> Diploma in Facilities Management/ Electrical Engineering/ Mechanical Engineering/ Building Services or equivalent 2 years relevant experience in Facilities Management or Quality Management Candidates with ISO Internal Auditor Certification will be preferred Candidates with Class 3 driving license will be at an advantage 	<ul style="list-style-type: none"> Carry out a Flexible site Quality Control (QC) inspection schedule involving all sites located in different areas. Quality Control Inspections involve physical on-site checks and document checks. Use of electronic devices such as laptop to input and/or manage the QC works. To be able to be certified to the necessary examination and training relevant to the work Prepare personal Monthly work summaries and audit reports as per routine for monthly submission to QA Auditor and /or Superior Report directly to QA auditor on QC report and audit matters Track and follow up on closure of Correction Actions (CA) and Preventive Actions (PA) as recommended in the audit reports Represent the respective cluster in Authority Audit or other audits. Support QAQC & HS administration work Support the making of monthly reports for QAQC & HS and updating of websites belonging to QAQCHS To carry out any other work as assigned by supervisor or superior-in-charge 	<ul style="list-style-type: none"> 0830 to 1730 hrs 750A Chai Chee Road #05-01 ESR BizPark @ Chai Chee, Singapore 469001
Senior Assistant AV Engineer	<ul style="list-style-type: none"> Nitec or Higher Nitec in Audio Visual Technology or related field, such as digital media 2 years relevant experience in Audio and Visual or event 	<p>The responsibilities of the AV technicians shall include but not limited to the following:</p> <ul style="list-style-type: none"> Provide technical support for AV System (e.g., sound system, lighting system, video wall, etc.) Conduct maintenance for AV Systems Maintain inventory list of AV equipment Research and evaluate new AV equipment and technologies and give recommendation 	<ul style="list-style-type: none"> Mon to Fri 08:30 – 17:30/ Sat 8:30 - 12:30 750A Chai Chee Road #05-01 ESR BizPark @ Chai Chee, Singapore 469001

Job Positions	Pre-requisites	Key Responsibilities	• Working Hours / Location
		<ul style="list-style-type: none"> • Provide AV support when required by Authority (e.g., ministerial events, etc.) • Work closely with Client's FM team to understand the needs and requirements of the end users • Undertake any other duties as assigned by the Client/ FM team/ Account Director 	
Senior Cleaning Supervisor	<ul style="list-style-type: none"> • Possess prior cleaning experiences • Experience to supervisor a team • Experience to handle multiple project 	<ul style="list-style-type: none"> • To oversee all cleaning operations on-site, ensuring that cleaning staff efficiently perform their duties and maintain the highest cleaning standards • Responsible for regularly reviewing the performance of cleaning staff and making necessary adjustments to cleaning schedules to optimize efficiency and effectiveness • In charge of regular communication with clients, understanding their needs, and ensuring their satisfaction with cleaning services • Required to perform daily site inspections to assess the cleanliness and overall condition of clients' premises and hostel. Additionally, weekly night spot checks to ensure cleaning standards are upheld during non-business hours • Provide support and guidance to cleaning supervisors • Responsible for tracking cleaning consumables, managing inventory, and ensuring that they are used in accordance with the allocated budget to minimize wastage • To assist the Cleaning Manager or other higher-ranking personnel with their requests and tasks • Responsible for driving and maintaining the company van, ensuring its good working condition and adherence to safety regulations • Assist with cleaning tasks such as carpet cleaning and marble polishing as needed, which may involve hands-on cleaning or supervising of cleaning staff 	<ul style="list-style-type: none"> • Mon to Fri 08:30 – 17:30, Sat 08:30 – 12:30 • 750A Chai Chee Road #05-01 ESR BizPark @ Chai Chee, Singapore 469001

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Senior Facilities Executive	<ul style="list-style-type: none"> Degree/ Diploma / Higher Nitec in Building Services/ Facilities Maintenance or Mechanical/ Electrical Engineering or equivalent 2 to 3 years relevant experience in property/ estate / facilities management or building/ facilities maintenance Knowledge in building works and facilities management Possess good communication skills in liaising with both internal and external stakeholders 	<ul style="list-style-type: none"> Assist the Building Manager in the daily operations Manage all Sub-Contractors, supervise & coordinate Facility Management activities and ensure all works adhere to legal regulations Preparation of monthly and incident reports pertaining to the site(s) Ensure smooth operations on site(s) Manage ad-hoc project(s) Facilitate incident investigation whenever necessary 	<ul style="list-style-type: none"> Mon - Fri 8.30am - 5.30pm, Sat 8.30am - 12.30pm 750A Chai Chee Road #05-01 ESR BizPark @ Chai Chee, Singapore 469001
Senior Property Executive	<ul style="list-style-type: none"> Degree/ Diploma / Higher Nitec in Building Services/ Facilities Maintenance or Mechanical/ Electrical Engineering or equivalent 2 to 3 years relevant experience in property/ estate / facilities management or building/ facilities maintenance Knowledge in building works and facilities management Possess good communication skills in liaising with both internal and external stakeholders 	<ul style="list-style-type: none"> Assist the Building Manager in the daily operations Manage all Sub-Contractors, supervise & coordinate Facility Management activities and ensure all works adhere to legal regulations Preparation of monthly and incident reports pertaining to the site(s) Ensure smooth operations on site(s) Manage ad-hoc project(s) Facilitate incident investigation whenever necessary 	<ul style="list-style-type: none"> Mon - Fri 8.30am - 5.30pm, Sat 8.30am - 12.30pm 750A Chai Chee Road #05-01 ESR BizPark @ Chai Chee, Singapore 469001
Senior Technician	<ul style="list-style-type: none"> Diploma in Facilities Management/ Mechanical Engineering/ Electrical Engineering/ Building Services or equivalent Minimum 4 years of relevant facility management 	<ul style="list-style-type: none"> Provide front line engineering support for M&E and building services Attend to breakdowns, servicing, repairing and emergency requests Manage fire command center systems like BMS, Fire Alarm and ACMV system etc. 	<ul style="list-style-type: none"> Shift hours 750A Chai Chee Road #05-01 ESR BizPark @ Chai Chee, Singapore 469001

Job Positions	Pre-requisites	Key Responsibilities	• Working Hours / Location
	experiences or equivalent	<ul style="list-style-type: none"> • Good hand on skill for corrective work action for M&E system • Ensure work is done properly and sign off service report with name and date • Record and highlight any consumption spike in BTU, Water and Electrical meter reading • Update occurrence book with date and time for the work done in shift duty • Enforce safety rules and regulation needed to be comply by term contractors for site work • Email and update to team leader and supervisor for shift work • Provide support to Engineer, Technical Executive and Managers 	
Shift Technical Executive	<ul style="list-style-type: none"> • Nitec/ Higher Nitec or equivalent certificate in Electrical/ Mechanical/ Building/ Facilities Management from a recognized technical institute with a minimum of 5 years relevant experience; OR • Diploma in Electrical/ Mechanical/Building/ Facilities Management from a recognized polytechnic with a minimum of 3 years of relevant work experience 	<ul style="list-style-type: none"> • Assist the Building Manager in the daily operations • Lead a team in the provision and implementation of maintenance services at designated site(s) • Troubleshoot building services failures • Supervise, plan and organise a team of on-site Contractors in carrying out planned and ad-hoc maintenance and their work routines • Ensure efficient and effective maintenance of Client's facilities through routine check and preventive maintenance strategies • Source, negotiate and follow up with Contractors on repair and replacement work to ensure work done according to specifications • Preparation of monthly and incident report pertaining to the site(s) 	<ul style="list-style-type: none"> • 4 days rotating shifts: 08:00 – 20:00, 20:00 – 08:00 • 750A Chai Chee Road #05-01 ESR BizPark @ Chai Chee, Singapore 469001
Technical Officer	<ul style="list-style-type: none"> • Nitec in Facilities Management/ Mechanical Engineering/ Electrical Engineering/ Building Services or equivalent • Min 2 years relevant experience in Facilities Operation in FM service provider or factories or owners 	<p>Operation Role:</p> <ul style="list-style-type: none"> • Manage day to day operation, daily data log in, and attend daily operation toolbox meeting • On duty to standby for response to emergency fault calls after officer hour • Liaise with camp user and DSTA to prepare and submit work proposal for job requests received 	<ul style="list-style-type: none"> • 0830 to 1730 hrs • 750A Chai Chee Road #05-01 ESR BizPark @ Chai Chee, Singapore 469001

Job Positions	Pre-requisites	Key Responsibilities	• Working Hours / Location
	<ul style="list-style-type: none"> FSM/ ECO/ other FM and Safety related certificates will have added advantage 	<ul style="list-style-type: none"> Prepare costing, condition assessment, and proposal for Corrective Maintenance works before required Timeframe in contract Execute Adhoc works including construction projects which involves building A&A works, Structural Repairs, renovation projects, M&E equipment installation projects, etc., and submit Certification Of Completion before Purchase Order need by date Supervise sub-contractors' work, checks and certify Maintenance Works service reports Participate in site maintenance programs such as Management By Walking Around (MBWA) with users; Safety inspection; 6"S", etc. <p>Maintenance Role:</p> <ul style="list-style-type: none"> Attend daily operation toolbox meeting, and participate in site maintenance programs such as MBWA with users; Safety inspection; 6"S", etc. Coordinate with Service Partners (SP) and Inspection team to plan Annual & Monthly Schedule (including scheduled inspections) according to Quality Control Procedures and submit for approval Responsible for inventory record, drawings, documentations, Defect Liability Period registers, and legal registry Compile and maintain service reports, Licenses/Certificates on site Prepare and submit Certificate of Completion for Maintenance Works and Services monthly, and prepare monthly claims Follow up with Contractor SP to carry out corrective maintenance and to rectify defects reported by Quality Control/Quality Assurance auditor/Users Perform additional role such as Safety Lead and/or FSM Inspection 	

Job Positions	Pre-requisites	Key Responsibilities	• Working Hours / Location
Technician	<ul style="list-style-type: none"> • Diploma in Facilities Management/ Mechanical Engineering/ Electrical Engineering/ Building Services or equivalent • Minimum 2 years of relevant facility management experiences or equivalent 	<ul style="list-style-type: none"> • Provide front line engineering support for M&E and building services • Attend to breakdowns, servicing, repairing and emergency requests • Manage fire command center systems like BMS, Fire Alarm and ACMV system etc. • Good hand on skill for corrective work action for M&E system • Ensure work is done properly and sign off service report with name and date • Record and highlight any consumption spike in BTU, Water and Electrical meter reading • Update occurrence book with date and time for the work done in shift duty • Enforce safety rule and regulation needed to be comply by term contractors for site work • Email and update to team leader and supervisor for shift work • Provide support to Engineer, Technical Executive and Managers 	<ul style="list-style-type: none"> • Shift hours • 750A Chai Chee Road #05-01 ESR BizPark @ Chai Chee, Singapore 469001

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#5 NTUC Club

Established in 1986, NTUC Club is the leisure and entertainment arm of National Trades Union Congress (NTUC). As part of the Labour Movement, we are committed to the social mission of providing affordable recreational experiences of choice for our members, guided by our core values of care, passion, trust and service.

Our key properties include NTUC Club @ SingPost Centre, and Downtown East, a lifestyle destination which caters to union members, youths, working professionals and their families, by bringing exciting activities and fun experiences under one roof. In 2018, NTUC Club completed a five-year Refreshing Downtown East project, which included the new nature-inspired D'Resort, an expanded Wild Wild Wet water park, as well as a slew of retail, dining and entertainment choices at Market Square.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Aquatic Safety Trainee	<ul style="list-style-type: none"> Must be able to swim, preferably with knowledge of first aid Able to work on weekends and public holidays (6 days work week) Able to work in an outdoor environment 	<ul style="list-style-type: none"> Inspection of facilities Monitor usage of pool areas Enforcement of safety rules for water-based rides and pools 	<ul style="list-style-type: none"> 11am to 7pm Market Square @ Downtown East, E!Avenue, 1 Pasir Ris Close, Singapore 519599
Executive, Analytics	<ul style="list-style-type: none"> Minimum Diploma or equivalent in Finance/ Business/ Accountancy Min 1 year of relevant experience High proficiency in Microsoft Office Applications especially Excel, Powerpoint and Word Meticulous and able to communicate well Able to work in fast paced environment 	<ul style="list-style-type: none"> Collate Clubhouses (Jackpot & Recreation) data for revenue data from branches/systems for weekly and monthly update to Management Preparation of Jackpot, Clubhouses & Property Services income statement with sufficient data to account for major spend and variances Preparation of standard slides (from income statement files) for management reporting. Proficient in articulating key financial and KPI (key performance indicators) variances Update and coordinate Clubhouses and branch KPIs for management reporting/CHD meetings Assist in machines evaluation and update on performance of new machines Assist in preparation of annual budgets and budget review. Responsible for Property Services budgets. Update of actual versus budget for capital expenditure (capex) 	<ul style="list-style-type: none"> 9am to 630pm Market Square @ Downtown East, E!Avenue, 1 Pasir Ris Close, Singapore 519599

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Track capex and expenses of major projects (e.g. branch relocation) To provide adhoc support (e.g. taking of meeting/official discussion minutes, assist in tenders) and any other assignments by management To maintain the confidentiality of all company files and sensitive documents 	
Housekeeping Assistant	<ul style="list-style-type: none"> Able to perform rotating shifts, including weekends and public holiday 	<ul style="list-style-type: none"> To complete cleaning tasks on assigned rooms within the prescribed timeframes To carry towels, linens, toiletries and cleaning supplies, using the assigned wheeled carts To clean waste bins, empty ashtrays, and dispose of all trash and waste items from rooms To sweep and mop floors using cleaning tools To replenish supplies, linens and bathroom items To perform the cleaning in accordance with the cleanliness standards To fully understand and comply with workplace safety rules and regulations To carry out any other duties assigned by the Management from time to time 	<ul style="list-style-type: none"> 9am to 5pm, 3pm to 11pm, 11pm to 7am Market Square @ Downtown East, E!Avenue, 1 Pasir Ris Close, Singapore 519599
Jackpot Officer	<ul style="list-style-type: none"> Able to perform shifts work including weekends & public holidays Experience in a supervisory position Good communication and interpersonal skills Computer literature 	<p>Operations</p> <ul style="list-style-type: none"> To enforce entry/exit check in compliance with regulations To ensure accuracy when recording forced handpay, big win, jackpot and taking down player's particulars in the handpay form To attend to players' needs, enquiry and provide excellent customer service To alert the duty Jackpot Executive or Branch OIC immediately of failures, impending failure to all hardware and software pertinent to the smooth operations of the Branch To ensure that all machine keys and safe keys are in safe custody To attend to machines faults and perform simple repairs 	<ul style="list-style-type: none"> 8.45am to 4pm, 12pm to 8pm, 4pm to 11.30pm Market Square @ Downtown East, E!Avenue, 1 Pasir Ris Close, Singapore 519599

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> To educate players on slot machine functions and explain game features To handle any unclaimed bills found on the gaming floor or inside the machine To witness ram clear, machine configuration, testing, seal and break seal of slot machine after technician has repaired in accordance with SOPs, and filling up the necessary forms for submission to finance To oversee collection weekly To maintain cleanliness of jackpot floor area and perform regular sanitization To assist problem gamblers and provide assistance e.g. self-exclusion form as requested by members before implementing the ban Record any job done in the machine status logbook when opening of machine door is required <p>Cashiering Duties</p> <ul style="list-style-type: none"> Opening and closing of shift Ticket redemption and payment To monitor and be responsible for cash float <p>Management Duties</p> <ul style="list-style-type: none"> To help gather and provide ground feedback to Manager To guide and impart necessary skills and knowledge to new colleagues To provide useful feedback for the improvement of Branch operations To perform all tasks as assigned by the Manager 	
Senior Executive, Corporate Sales	<ul style="list-style-type: none"> Minimum Diploma in any field Minimum 3 - 5 years' of experience in hospitality/hotel industry Excellent written and verbal communications Proficiency in MS office Ability to multi-task and adhere to timelines 	<ul style="list-style-type: none"> To secure, manage and achieve maximum room sales for D'Resort to meet revenue forecasts Develop, service and manage designated accounts, maintaining relationship with key accounts Identify new business opportunities, follow up on business referrals/enquiries and potential sales Conduct site inspection for potential clients Generate proposals and contracts 	<ul style="list-style-type: none"> 9am to 630pm Market Square @ Downtown East, E!Avenue, 1 Pasir Ris Close, Singapore 519599

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> A team player and adaptable to changes 	<ul style="list-style-type: none"> Solicit long term lease with corporate clients Provide feedback to Sales Leadership on market situation and competitors' activities Work with Marketing to ensure consistent lead generation Work with sales leadership to generate 'out of box' ideas for sales and motivational initiatives in developing promotional packages and sales strategies Meet pre-determined revenue goals through the activities of direct reports and identifying the process of yielding when required Ensure correct usage of CRM and other sales applications 	
Senior Executive, Engagement & Alliance	<ul style="list-style-type: none"> Recognised University Degree/ Diploma in Business, Marketing, or equivalent At least 3 years relevant working experience Possess event management, community engagement, partnership relationship management, social media, content marketing and copywriting qualifications and experiences, or where relevant and equivalent Excellent negotiation and communication skills Proven ability to plan and put ideas into action Experience with digital publishing and generating traffic and leads for new business desirable 	<ul style="list-style-type: none"> The role requires a proactive, creative, and self-starting individual to design, develop and implement sustainable programmes and events. You will grow the youth community through membership recruitment and conversion, and ensure consistent engagement leading to a strong relationship with the members, stakeholders, Unions and employers, while growing and securing partnerships. This position reports to the Manager and will be part of a team to front the collective outreach of communities to target both existing and new segments. Assist in development and implementation of strategies to engage communities, especially for the youth segment, leading to recruitment and conversion Identify and approach relevant brands and partners, to negotiate and secure exclusive deals, promotions and sponsorships for our members, with potential to generate new business engagement opportunities Liaise with stakeholders and members and identify needs and opportunities for engagement Analyse, review and consolidate reports 	<ul style="list-style-type: none"> 9am to 630pm Market Square @ Downtown East, E!Avenue, 1 Pasir Ris Close, Singapore 519599

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Develop and execute a framework for promoting advocacy and leadership among ambassadors and youth leaders, leading to ground up and penetrative engagement Assist the development and execution of collaborative engagement efforts / events for partners and stakeholders which align with business strategies Assist in programme development including sourcing new programme partners and generating sustainable new initiatives / sponsorship to help defray cost and enhance scale of programmes Also responsible for event marketing processes and collaterals to ensure greater publicity, impact and outreach Raise the profile of communities by organising and managing iconic and major events Create and manage partnership agreements, ensuring all parties meet their commitments 	
Senior Executive, Infrastructure	<ul style="list-style-type: none"> Relevant experience in handling building-related projects from inception to completion Proficient in Microsoft Word, Excel, Powerpoint and Microsoft Project Conversant with A&A works & contractual documents Good negotiation skills 	<ul style="list-style-type: none"> Lead the end-user, design consultants and trade contractors in implementation of retrofitting for existing and new projects Establish project requirements such as design, functional, and operational needs, by collaborating with various stakeholders for projects in Downtown East Manage tender process including preparing tender documents, conducting tender exercises, evaluating submissions and making award recommendations Ensure projects completion on time and within budget, providing supervision and control according to project plans to ensure timeliness and quality standards Regularly update key stakeholders on project progress 	<ul style="list-style-type: none"> 9am to 6.30pm Market Square @ Downtown East, ElAvenue, 1 Pasir Ris Close, Singapore 519599
Senior Officer, Customer Accounts Acquisition	<ul style="list-style-type: none"> At least a Diploma in Marketing, Business Administration, Psychology or related field 	<ul style="list-style-type: none"> Assist in conducting preliminary market research to gather data on potential leads Maintain and update lead databases, ensuring accuracy and timely input 	<ul style="list-style-type: none"> 9am to 630pm Market Square @ Downtown

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Some experience in B2B marketing, preferably within the events or related industry Strong analytical skills Excellent written and verbal communication skills Demonstrated ability to meet tight deadlines, think on spot and work in a fast-paced environment Creative think and willing to implement new initiatives for improving productivity and efficiencies Strong teamwork and collaboration skills to work effectively with cross-functional teams and external partners 	<ul style="list-style-type: none"> Support the team in qualifying leads based on provided criteria and help prioritize opportunities for follow-up Prepare lead lists and organize outreach efforts, including drafting introductory emails and managing follow-up tasks Assist with ad-hoc administrative tasks as needed to support business development team's overall objectives Ensure all documents and presentations are properly summarised, formatted, proofread, and ready for submission Manage scheduling for internal and external meetings, coordinating with relevant stakeholders and handling logistics such as booking venues or setting up virtual calls 	East, E!Avenue, 1 Pasir Ris Close, Singapore 519599
Technical Services Executive	<ul style="list-style-type: none"> Minimum 2 years of working experience in commercial and industrial sectors with strong background in operations, maintenance and engineering of building services and facility management Well-versed in electrical and able to interpret electrical diagrams Good knowledge in troubleshooting for equipment and facility services Proficient in MS Word, Excel and PowerPoint Able to perform duty on weekends and Public Holidays 	<ul style="list-style-type: none"> Establish and implement the preventive maintenance schedule for the Waterpark's facilities and rides Ensure all facilities are in good working condition Ensure all the maintenance work carried out complied with the safety standards as directed Provide supervision and guidance to frontline maintenance staff Ensure proper documentation for Waterpark's facilities, maintenance, and inspection Ensure the provision of best safety protection to guest, staff, and company's properties Liaise with external contractors on minor projects in the Waterpark, and also third-party contractors for soft services like landscaping, pest control and cleaning services Maintain and upkeep an inventory system for the facilities Keep Supervisor informed of any irregularities and abnormalities found/observed of the facilities and rides 	<ul style="list-style-type: none"> 8.30am to 6pm Market Square @ Downtown East, E!Avenue, 1 Pasir Ris Close, Singapore 519599

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none">• Sourcing for quotation and purchasing of spare parts from overseas/local suppliers• Perform any other duties as and when assigned	

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Devan Nair Institute for Employment and Employability
80 Jurong East St 21 Level 2
Singapore 609607

Operating Hours

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Tuesdays to Fridays: 9am to 5pm
Saturdays: 9am to 1pm
Sundays & Public Holidays: Closed

📍 **e2i Career Centre (OMB)**
One Marina Boulevard
1 Marina Boulevard #B1-03
Singapore 018989

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