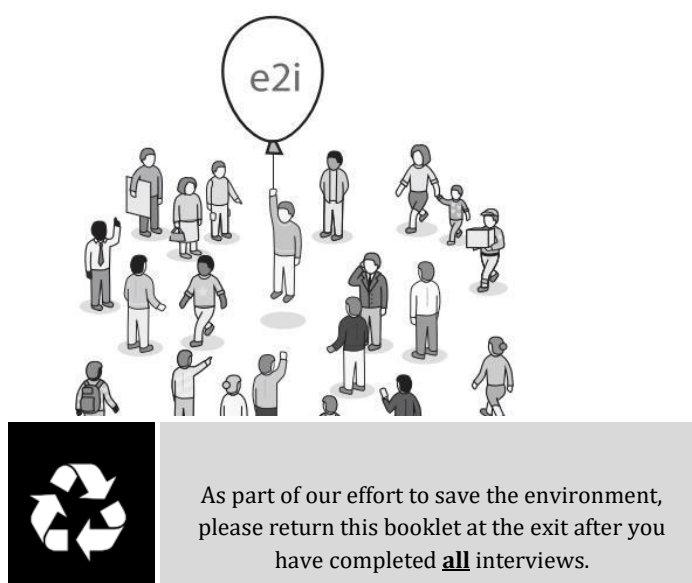


e2i Built Environment Mini Job Fair @e2i Jobs and Skills Centre

**[Bishan Community Club, Level 1, Reading Room, 51
Bishan Street 13, Singapore 579799]**

**Date: 27 July 2026
Time: 11am-5pm**



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 AETOS HOLDINGS

Our purpose drives us to do what we do best every day – leveraging our security expertise and decades of know-how to protect and keep our clients, communities, and the people around us safe from harm. We go beyond expectations to secure our future - turning belief into positive impact by building a diverse workforce, harnessing innovative technologies and going further with our partners with a collaborative mindset.

Job Positions	Key Responsibilities	Working Hours / Location
Auxiliary Police Outrider	<u>Job Description:</u> - Attend to queries in regards to security within premises. - Conduct armed security patrol in the premises. - Control crowds in public settings, respond to incidents and emergencies. - Regulate traffic on roads. - Perform armed access control and security screenings. - Performing armed security surveillance at the command centre or assigned premises. - To maintain law and order and perform law enforcement duties. - Provide armed guarding, escorting services and assets protection. - Provide quick responses to incidents that threatens the safety of members of the public, such as suspicious and/or terrorist activities. - Compiling of incident reports. <u>Job Requirement:</u> - At least 3 GCE 'N' / 'O' Levels / NITEC or WPLN SOA 5 and above for all 5 modules (Writing, Speaking, Reading, Listening and Numeracy). - Able to work shift duties (Including extended shift, weekends & public holidays). Applicants who are not able to do IPPT may consider applying for unarmed APO positions. - At least class 2/2A license.	- Rotational day or night shifts - Full time/ Permanent - Location: Islandwide
Auxiliary Police Officer(Armed)	<u>Job Description:</u> - Attend to security enquiries in the premises. - Conduct armed security patrol in the premises. - Consolidate incident reports. - Perform armed access control and security screenings. - Perform armed security surveillance at the command Centre. <u>Job Requirement:</u> - At least 3 GCE 'N' / 'O' Levels / NITEC or WPLN SOA 5 and above for all 5 modules (Writing, Speaking, Reading, Listening and Numeracy).	- Rotational day or night shifts - Full time/ Permanent - Location: Islandwide
Auxiliary Police Officer(Enforcement (Unarmed)	<u>Job Description:</u> - Attend to security enquiries in the premises. - Conduct security patrol in the premises. - Consolidate incident reports. - Perform crowd control in public areas and manage traffic on the roads. - Perform law enforcement duties. - Provide quick responses to incidents and emergencies. <u>Job Requirement:</u> - At least 3 GCE 'N' / 'O' Levels / NITEC or WPLN SOA 5 and above for all 5 modules (Writing, Speaking, Reading, Listening and Numeracy).	- Rotational day or night shifts - Full time/ Permanent - Location: Islandwide

Job Positions	Key Responsibilities	Working Hours / Location
Security Officer / Senior Security Officer (Unarmed)	<u>Job Description:</u> • Manning of static/access control points. • Checking of passes and other documents at static/access points. • Screening and checking of all personnel and vehicles entering and exiting the premises. • Patrolling and guarding client's personnel and properties. • Operating metal/explosive detectors/x-ray machines at checkpoints. • Issuing of visitor/contractor pass in exchange for their identification cards. • Attending to alarm activation. • CCTV Monitoring. • Responding to incidents such as unattended bags, etc. • Maintaining records of all incidents. • Checking of boarding, staff, and valid entry passes. <u>Job Requirement:</u> • Minimum Secondary 2 and above. • Candidates should possess the sensory capabilities required to perform operational and safety-related tasks effectively (e.g., colour differentiation, responding to alarms) • Able to work shift duties (Including extended shift, weekends & public holidays). • Proficient in spoken and written English. • Additional requirements for Part-Time. • Must be a trained security officer with a valid PLRD License.	• Rotational day or night shifts • Full time/ Permanent • Location: Islandwide

2 CBM PTE LTD

CBM provides Property & Facilities Management (PFM) solutions to buildings locally and Middle East. Being an ISO certified company, CBM has been rapidly expanding its operations, providing value added services to commercial, industrial, retail office, residential and hospitality industries

As a service provider, our success has been through the efforts of our people. We recruit dynamic, service-orientated individuals; and place great emphasis on providing them with a challenging yet family-friendly work environment.

Job Positions	Key Responsibilities	Working Hours / Location
Account Manager	Job Description: • Ensure contract compliance and meet or exceed KPIs. • Foster a culture of service excellence and continuous improvement • Monitor and update account processes and procedures • Collaborate with Site Lead to develop and execute strategic business plans. • Maintain data integrity in management systems. • Deliver contractual and ad-hoc reports punctually. • Oversee contractor on/off boarding, induction and adherence to standards. • Monitor planned preventive maintenance in line with regulations. • Supervise minor repairs and ensure timely, safe and budgeted delivery. • Support engineering during planned or unplanned power shutdowns. • Uphold safety protocols and crisis management procedures. • Manage financial targets, expenses and budgets including raising Change Requests. • Oversee supply chain delivery, ensuring service quality • Ensure accurate and timely financial reporting and billing. • Manage staff performance, development and recruitment • Enforce compliance with Health, Safety, Environmental and Risk Management policies. • Report incidents and implement emergency escalation processes. • Cultivate teamwork, collaboration and personal development within the team. • Manage workload, resourcing and succession planning • Any other ad-hoc works assignment by the management. Job Requirement: • Degree in Facilities Management, Estate Management, Building or relevant related discipline from a recognized tertiary institute. • At least 5 years of relevant experience in facilities management and business development portfolios. • Able to work independently with minimum supervision. • Able to conduct market outreach and marketing. • Proactive and independent. • Dynamic and multi-tasking capabilities.	• 5 days • 44 hours • Full time/ Permanent • Location: East
Accounts Executive	Job Description: • Handle day-to-day finance AR operation including prepare AR invoices, Credit memos and key in receipts from customers. • Issue official receipt and bank in cash received when necessary. • Generate monthly statement of accounts and follow up on outstanding receivables for SBU / Management meetings. • Prepare AR journal entries for month end closing • Prepare and reconcile Balance Sheet schedules on monthly basis. • Follow up with Operations on unbilled revenue.	• 5 days • 44 hours • Full time/ Permanent • Location: East

Job Positions	Key Responsibilities	Working Hours / Location
	- Handle queries from customers and internal staff on outstanding matters. - Assist in liaise and resolve with tax agent/auditor on tax/audit issues. - Other ad-hoc finance reports/duties assigned by superiors. Job Requirement: - Minimum NITEC or other relevant qualification - Preferably with at least one year accounting experience. - Must be able to adapt to dynamic & fast-pace environment. - Must be meticulous & able to work independently. - Proficient in Microsoft excel preferred - Knowledge and experience with Microsoft Dynamics (Navision) will be an added advantage.	
Admin Officer	Job Description: - Handling HR matters for Project Division. - Perform clerical / administrative duties; typing, filing, data entry, prepare reports. - Manage, keep record and update all submission document and liaise internally with Finance. - Handle administrative works for projects. - Any general ad hoc duties. Job Requirement: - N/O Level / NITEC with 2 years of relevant experience.	5 days 44 hours - Full time/ Permanent - Location: East
Area Manager	Job Description: - Oversee and manage the performance delivery of facility management service at respective zones. - Provide leadership and guidance to a team of Building Managers, Technical Executive, Quantity Surveyors and Project Managers to ensure day-to-day operations at assigned buildings. - Identify and troubleshoot problems and provide professional advice to the team. - Develop standard operation procedure and internal workflow to maintain smooth operation at sites. - Manage relation to client/ authorities, being the liaising point of contact. - Oversee area budgeting and expenses. - Any other ad-hoc assignments assigned by the Management. Job Requirement: - Possess an approved tertiary or equivalent qualification and with at least 5 years relevant post graduate experience in Projects & Facilities Management/ Estate Management/ Engineering or Equivalent.	5 days 44 hours - Full time/ Permanent - Location: Central
Assistant Building Manager	Job Description: - Oversee and manage Facility Management Services at building(s) that he/she is assigned to Manage term contractors/ specialist contractors to ensure smooth operation of buildings Manage relation to client/authorities/ tenants. - Provide client / authorities / tenants with updates of electrical, water and other service outages and scheduled shutdowns. - Attend to feedback by tenants/ clients, to recommend and take remedial actions. - Budgeting and managing expenses.	5 days 44 hours - Full time/ Permanent - Location: HQ

Job Positions	Key Responsibilities	Working Hours / Location
	- Develops and implements facility emergency plans. - During evacuations, assists emergency response teams in assessing building condition, locating missing personnel, shutting off utilities, and delivering a status report to assembly point leaders. - Any other ad-hoc assignments assigned by the Management. Job Requirement: - Degree in mechanical/electrical engineering with min 4 years' relevant work experience in building mechanical and electrical services. Fully certified as a Singapore Certified Energy Manager (SCEM).	
Assistant Business Development Executive	Job Description: - To conduct business development of Facilities Management (FM) business and relationships with potential customers and service partners, and to identify and develop new and existing business opportunities. - Tender Management – to conduct the entire process of tender administrations and tender submission management. - To collaborate with functional departments to generate write-up for effective and competitive FM tender and business proposals. - To generate FM business processes, SOPs and marketing plans into presentable write-up including tender proposals and submissions. - To conduct corporate presentations to potential clients, guests and for tender interviews. - To manage the transition of secured projects including deployment to site operations, mobilisation of manpower, coordinating transition activities between clients and Company, reporting progress, procurement of suppliers and services, generate and establish SOPs and processes, recommending and implementing solutions, and contract management. - To prepare reports and minutes for Single Business Unit/Management Meeting To enhance relationship with service partners and suppliers for the delivery of FM projects and businesses. - To mobilise new projects within timeline and budget, and to meet SLA and KPI established in the contract document. - To Prepare mid-year and annual review of Business Development Unit and assist in preparation of 3-year Business Development Plan. Any other scope and roles assigned by the immediate Superior. Job Requirement: - Minimum Diploma in Facilities Management, Estate Management, Building or relevant related discipline from a recognized tertiary institute. - At least 5 years of relevant experience in facilities management and business development portfolios. - Able to work independently with minimum supervision - Able to conduct market outreach and marketing Proactive and independent. - Dynamic and multi-tasking capabilities.	5 days 44 hours - Full time/ Permanent - Location: East

Job Positions	Key Responsibilities	Working Hours / Location
Assistant Business Development Manager	<u>Job Description:</u> - To conduct business development of Facilities Management (FM) business and relationships with potential customers and service partners, and to identify and develop new and existing business opportunities. - Tender Management – to conduct the entire process of tender administrations and tender submission management. - To collaborate with functional departments to generate write-up for effective and competitive FM tender and business proposals. - To generate FM business processes, SOPs and marketing plans into presentable write-up including tender proposals and submissions. - To conduct corporate presentations to potential clients, guests and for tender interviews. - To manage the transition of secured projects including deployment to site operations, mobilization of manpower, coordinating transition activities between clients and Company, reporting progress, procurement of suppliers and services, generate and establish SOPs and processes, recommending and implementing solutions, and contract management. - To prepare reports and minutes for Single Business Unit/Management Meeting To enhance relationship with service partners and suppliers for the delivery of FM projects and businesses. - To mobilise new projects within timeline and budget, and to meet SLA and KPI established in the contract document. - To Prepare mid-year and annual review of Business Development Unit and assist in preparation of 3-year Business Development Plan. - Any other scope and roles assigned by the immediate Superior. <u>Job Requirement:</u> - Minimum Diploma in Facilities Management, Estate Management, Building or relevant related discipline from a recognized tertiary institute. - At least 5 years of relevant experiences in facilities management and business development portfolios - Able to work independently with minimum supervision - Able to conduct market outreach and marketing. - Proactive and independent •Dynamic and multi-tasking capabilities	5 days 44 hours - Full time/ Permanent - Location: East
Assistant Contract Executive	<u>Job Description:</u> - Support of maintenance and project works function. Undertaking costs analysis for repair and maintenance project work. - Assisting in stabling client's requirements and undertaking feasibility studies. - Performing value management and cost control. - Advising on procurement strategy. - Identifying, analysing and developing responses to commercial risks. - Providing advice on contractual claims. - Prepare tender document, tender calling, tender evaluation, market survey report, contract documents, including bills of quantities with clients/ architects, and preparing and analysing costing in detailed reports. - Administer term contractors A&A works. - Valuing completed work and arranging payments. - Understanding the implications of health and safety regulations.	5.5 days 44 hours - Full time/ Permanent - Location: Central

Job Positions	Key Responsibilities	Working Hours / Location
	- Any other ad-hoc assignments assigned by the Management. Job Requirement: - Diploma in Quantity Survey, Building, Engineering, Facility Management or other relevant qualifications with minimum 3 years relevant experience.	
Assistant Engineer	Job Description: - Assist to perform Energy and Engineering audits. - Working closely with Energy Managers to provide accurate and informative reports. - To perform Measurement and Verification of the performance of M&E Plant. - Managing energy improvement and retrofitting projects. - Help evaluate existing buildings for appropriate energy conservation measures, - Understand financial terms, payback, ROI and related energy saving calculations. - Any other duties as and when assigned by management. Job Requirement: - Diploma or Degree in Mechanical, Electrical, HVAC, or Building Services Engineering. 1–3 years of experience in HVAC operations, preferably with chillers and central plant systems.	5 days 44 hours - Full time/ Permanent - Location: HQ
Assistant Head	Job Description: - Oversee the overall performance of Service teams. - Ensure contract compliance and meet or exceed KPIs. - Identify lapses and formulate action plans for improvement. - Foster a culture of service excellence and continuous improvement. - Monitor and update account processes and procedures. - Collaborate with Site Leads to develop and execute strategic business plans. - Cultivate teamwork, collaboration and personal development within the team. - Attending operation meeting and discussions with clients. - Maintain data integrity in management systems. - Uphold safety protocols and crisis management procedures. - Enforce compliance with Health, Safety, Environmental and Risk Management policies. - Oversee supply chain delivery, ensuring service quality. - Ensure accurate and timely financial reporting and billing. - Manage staff performance, development and recruitment. - Cultivate teamwork, collaboration and personal development within the team. - Manage workload, resourcing and succession planning. - Oversee contractor on/off boarding, induction and adherence to standards. - Manage financial targets, expenses and budgets including raising Change Requests. - Explore innovative solutions to improve efficiency and productivity. - Any other ad-hoc works assignment by the management. Job Requirement: - Degree in Facilities Management, Estate Management, Building or relevant related discipline from a recognized tertiary institute. - At least 5 years of relevant experience in facilities management and business development portfolios.	5 days 44 hours - Full time/ Permanent - Location: East

Job Positions	Key Responsibilities	Working Hours / Location
	• Able to work independently with minimum supervision. • Able to conduct market outreach and marketing. • Proactive and independent. • Dynamic and multi-tasking capabilities.	
Assistant Projects Manager	<u>Job Description:</u> • To assist in the planning, coordination, and execution of M&E (Mechanical & Electrical) works. • To support the delivery of projects on time, within budget, and in accordance with safety and quality standards—particularly in live, high-security environments at site, Changi Airport. • Support end-to-end project execution for HVAC system installations, upgrades, and maintenance works. • Coordinate with consultants, subcontractors, suppliers, and clients on technical and operational matters. • Monitor daily site progress and ensure work is carried out according to approved drawings and specifications. • Oversee installation, commissioning, and testing of Chiller Plants systems. • Ensure proper integration with energy management systems. Provide support for troubleshooting and issue resolution during execution phases. • Ensure work complies with statutory requirements (e.g., BCA, NEA, PUB) and site-specific regulations (e.g., CAG House Rules). • Implement quality control measures, method statements, and risk assessments. • Participate in site inspections, audits, and technical handovers. • Assist in preparing cost estimates, evaluating subcontractor quotations, and material take-offs. • Track project expenses and variation orders with oversight from the Project Manager. • Maintain project documentation including work schedules, material submissions, inspection checklists, and as-built drawings. • Provide support during shutdowns, inspections, or testing & commissioning activities. • Submit daily, weekly, and monthly maintenance reports, site issues to supervisors. • Ability to work on-site at Changi Airport and able to travel from site to site (if required). • Follow site-specific safety protocols and permit-to-work systems. • Maintain accurate records of maintenance, breakdowns, and equipment service logs. • May require occasional overtime, weekend, or night shift support during shutdowns or emergencies. • Perform any duties as and when required by Management. <u>Job Requirement:</u> • At least 5 years of PM experience in M&E installation. • Strong interpersonal, observation, and reporting skills. • Able to work independently and in a fast-paced. • Willing to work irregular hours or weekends during critical project phases. • Strong coordination, planning, and stakeholder management skills. • Familiar with BMS, project scheduling tools • Good understanding of safety protocols and permit-to-work systems.	• 5 days • 44 hours • Full time/ Permanent • Location: East

Job Positions	Key Responsibilities	Working Hours / Location
Assistant Property Manager	<u>Job Description:</u> • Planning and managing the resources to run the day-to-day FM operations. • Carry out site inspections. • Planning and execution of all M&E periodic preventive maintenance, repair and replacement programmes. • Putting in place a safety plan for the Property. • Checking and endorsing of all reports/schedules/programs prepared by his site teams/sub-contractors including Mapletree's appointed contractors. • Ensuring that all statutory requirements are complied with. • Overseeing calling of quotations as well as evaluating the quotations and recommendation for acceptance. • Plan for monthly/quarterly/yearly periodic inspection and ensure staff carries out inspection as per schedule. • Any other ad-hoc assignments assigned by the Management. <u>Job Requirement:</u> • Degree in Facilities Management/ Building/Engineering from recognised institutions with minimum 5 years of relevant experience and must have a proven management track record. Possess FSM Cert, CERT trained & First Aid trained.	• 5 days • 44 hours • Full time/ Permanent • Location:HQ
Assistant Quantity Surveyor	<u>Job Description:</u> • Support of maintenance and project works function. • Undertaking costs analysis for repair and maintenance project work. • Assisting in stabling client's requirements and undertaking feasibility studies. • Performing value management and cost control. • Advising on procurement strategy. • Identifying, analysing and developing responses to commercial risks. • Providing advice on contractual claims. • Prepare tender documents, tender calling, tender evaluation, market survey report, contract documents, including bills of quantities with clients/ architects, and preparing and analysing costing in detailed reports. • Administer term contractors A&A works. • Valuing completed work and arranging payments. • Understanding the implications of health and safety regulations. • Any other ad-hoc assignments assigned by the Management. <u>Job Requirement:</u> • Diploma/degree in Quantity Survey, Building, Engineering, Facility Management or other relevant qualifications with minimum 3 years relevant experience. • No experience is welcome.	• 5 days • 44 hours • Full time/ Permanent • Location: Central

Job Positions	Key Responsibilities	Working Hours / Location
Assistant Sustainability Consultant	<u>Job Description:</u> • Conducting Green certifications and sustainability audits. • Auditing/analyzing energy usage, developing environmental-friendly and cost-effective technology solutions in Built Environment. • Recommending sound policies towards energy conservation and sustainability operations • Managing customer relations. • Preparing audit report and presenting findings and solutions to Customers. • Project management for improvement initiatives • Any other ad-hoc assignments assigned by the Management. <u>Job Requirement:</u> • Tertiary education in Environmental Engineering, Sustainability, Building Services or related fields. • Minimum 2 years post graduate relevant working experience. • Possess strong initiative and good analytical skills. • A committed and responsible team player with pleasant personality, independent and resourceful. • Exposure in green building certification such as Green Mark, LEED, BREEAM, or 3-star. • Able to communicate and present fluently. • Traveling for overseas assignments within short notice period.	• 5.5 days • 44 hours • Full time/ Permanent • Location: HQ
Assistant Technical Executive	<u>Job Description:</u> Assist and report directly to Deputy Building Manager (DBM) in all operation & maintenance concerns: • Oversee the facilities management within the premises. • Compiling the monthly utilities report and tabulations. • Monthly M&E reports. • Assist to develop and implement of Standard Operating Procedures (SOP) as and where necessary. Interfacing with the clients: • Attend monthly meetings with client & prepares the minutes of the meeting. • Providing updates on ad-hoc and outstanding issues. • Attending to clients' feedback or requests. • Coordinates the preventive and corrective maintenance works schedule with the contract and client. Coordinate and manage projects: • Provide costing and proposals for ad-hoc works/projects. • Evaluate the quotations submitted by contractor and provide a formal quotation to the client. • Inspect works carried out are proper and in satisfaction. • Liaising and managing contractors. Leading the on-site technical teams: • Provide guidance, training and supervision to technical staff to ensure proper execution of assigned tasks. • Planning of maintenance schedule. • Review and planning monthly maintenance schedule. • Oversee all work is carried out timely and smoothly by the staff. • Any other ad-hoc assignments assigned by the Management. <u>Job Requirement:</u>	• 5 days • 44 hours • Full time/ Permanent • Location: Central

Job Positions	Key Responsibilities	Working Hours / Location
	- Diploma in Facilities Management, Engineering, Estate Management or other relevant qualifications from a recognized institute with minimum 3 years relevant experience. - No experience is welcome.	
Building Inspector	Job Description: - To carry out Land and Building inspection under European Standard NEN 2767 Physical Condition Assessment. - Cover the condition assessment of physical spaces such as external areas (e.g., roads, turf, fenceline, streetlights, fenders), building envelope, roofs and internal areas, covering all rooms (including service rooms, server rooms and roofs). - Shall provide a condition Grading for the overall condition of buildings. - Identify if any defects occurred due to a lack of maintenance. - Recommend prioritisation of defects based on safety and condition assessment. - Assess the condition of the building's facility and propose recommendations if there is a need for upgrade, refresh, replacement or corrective maintenance action. - Inspect buildings and properties on the aspects of general safety, health and cleanliness, so as to ensure that they are properly maintained and used to acceptable standards. - Verify the buildings on the ground against the Estates records and highlight discrepancies, if any. - Upon completion of the inspection, submit reports to the authority for certification of works and payment. - To ensure that all submissions or reports are clear, concise and written in proper and simple English - Require to submit an interim report to the Authority within a week of the debrief for them to carry out rectification of the defects. - Report should be prepared sufficiently comprehensive and detailed as to allow the Authority and their representative to determine further action to be taken. - Assist in all operation & maintenance concerns. - Interfacing with the clients all matters. - Attend meeting with client & prepare the minutes of the meeting. - Providing updates on ad-hoc and outstanding issues. - Attending to client's feedback or requests. - Coordinates the preventive and corrective maintenance works schedule with the contractors and client. - Provide costs and proposals for ad-hoc works/projects, if necessary. - Evaluate the quotations submitted by contractor and provide a formal quotation to the client. - Planning and reviewing overall schedule. - Any other ad-hoc assignments assigned by the Management. Job Requirement: - Diploma in Building/Real Estate from Singapore/Ngee Ann Polytechnic - At least 2 years of experience in facilities management. - Candidates with Specialist Certificate in Building Condition Assessment (European Standard NEN 2767) will be an advantage.	5 days 44 hours - Full time/ Permanent - Location: HQ

Job Positions	Key Responsibilities	Working Hours / Location
Building Manager	<u>Job Description:</u> - Oversee and manage Facility Management Services at building(s) that he/she is assigned to. - Manage term contractors/ specialist contractors to ensure smooth operation of buildings. - Manage relations to client/authorities/ tenants. - Provide clients / authorities / tenants with updates of electrical, water and other service outages and scheduled shutdowns. - Attend to feedback by tenants/ clients, to recommend and take remedial actions. - Budgeting and managing expenses. - Develops and implements facility emergency plans. During evacuations, assists emergency response teams in assessing building conditions, locating missing personnel, shutting off utilities, and delivering a status report to assembly point leaders - Any other ad-hoc assignments assigned by the Management. <u>Job Requirement:</u> - Degree/Diploma in Engineering / Building / Facilities Management or equivalent with at least 5 years relevant working experience. - Possess FSM/WSH/GMFM or relevant certificates is preferred.	5 days 44 hours - Full time/ Permanent - Location: East
Carpark Attendant	<u>Job Description:</u> - Check and ensure the car park is in operations, report accordingly if there are any abnormalities. - Correspond with motorists pertaining to season parking matters (new application, renewal of season parking, change of particular & refund). - Carry out enforcement action on illegal and unauthorized parking of vehicle (e.g. issuance of notice, wheel clamping). - Ensure the cleanliness of the parking systems and car park environment. - Any other ad-hoc assignments assigned by the Management. <u>Job Requirement:</u> - Must possess at least Primary/Secondary School/ "O" level. - Must be able to communicate in English. - Able to work shift schedule is preferable. - With own transportation is preferable. - Able to endure outdoor environment.	5.5 days 44 hours - Full time/ Permanent - Location: HQ
Complex Manager	<u>Job Description:</u> ADMINISTRATIVE FUNCTIONS - Advise the Corporation on all matters regarding the affairs of the Corporation and Its Property. - Implement all instructions, by-laws and laws permitted under the requirements of BMSMA 2004. - Convene, attend and take minutes of meetings of the Council and all General and Extraordinary Meetings of the Corporation. - Deal with all inquiries, complaints, reports and correspondence relating to the administration of the Corporation, its property and Subsidiary Proprietors. - Engage with prior approval of and on behalf of the Corporation, contractors, solicitors, auditors, surveyors, architects, engineers and other professional services as it may deem desirable or necessary to carry out its duties.	5.5 days 44 hours - Full time/ Permanent - Location: HQ

Job Positions	Key Responsibilities	Working Hours / Location
	- Act on behalf of the Corporation and as directed by the Corporation with regard to any notice or order made by any competent public or statutory authority on matter pertaining to the Corporation and its property. FINANCIAL FUNCTIONS - Collect, demand and recover on behalf of the Corporation all monies due to and take all necessary steps including legal proceedings to recover such sums as directed by or subject to the approval of the Corporation. - Pay and discharge out monies so collected, all rates, taxes, premiums, rent, license fees, statutory charges, professional fees, repairs, renovation, re-decorations, maintenance works and other outgoing or recurrent expenditure, properly incurred on behalf of the Corporation. - Ensure proper records are maintained on monies received and expended on behalf of the Corporation. - Prepare and submit an annual budget for the determination of expenses and to advise and recommend rates of contribution. - Submit a financial report to the Corporation on its financial state after the close of each calendar month. - Oversee requisitions for quotations to ensure proper cost control. - Request, act, negotiate, appoint and award, with the approval of and on behalf of the Corporation, on all contractual matters governing the property. - Initiate cost savings and generate value through implementation of new technology, sound economic and financial policies. MANAGEMENT AND MAINTENANCE FUNCTIONS - Manage and properly maintain the property and keep it in a state of good and operational condition, and in compliance with all relevant legislations, standards, and requirements governing the maintenance and management of the buildings. - Prepare specifications, call tenders, evaluate tenders and make recommendations to the Corporation. - Conduct regular inspections of the property to ensure that the property is properly maintained and serviced by staff and/or contractors. - Prepare and implement preventive maintenance programme for the property - Manage the site staff including their performances, behavior and attitude to the best interest of the Corporation. - Any other duties assigned by the Corporation and management HQ office. <u>Job Requirement:</u> - Candidate must possess at least a diploma in Estate Management, Building Services Engineering or equivalent. - Minimum 4-5 years of MCST experience for Diploma holders and have experience in handling more than 1000 units. - Good knowledge of BMSMA Act. - Contract Management skillset is a must; - Oversees regular building maintenance and repairs; - Maintaining and updating Standard Operation procedures; - Monitoring of maintenance budget; - Coordinate council meetings and AGM; - Dispute management; - Knowledge of BMSMA is mandatory; Knowledge of Electrical and M&E.	

Job Positions	Key Responsibilities	Working Hours / Location
Condominium Manager	<u>Job Description:</u> ADMINISTRATIVE FUNCTIONS - Advise the Corporation on all matters regarding the affairs of the Corporation and Its Property. - Implement all instructions, by-laws and laws permitted under the requirements of BMSMA 2004. - Convene, attend and take minutes of meetings of the Council and all General and Extraordinary Meetings of the Corporation. - Deal with all inquiries, complaints, reports and correspondence relating to the administration of the Corporation, its property and Subsidiary Proprietors. - Engage with prior approval of and on behalf of the Corporation, contractors, solicitors, auditors, surveyors, architects, engineers and other professional services as it may deem desirable or necessary to carry out its duties. - Act on behalf of the Corporation and as directed by the Corporation with regard to any notice or order made by any competent public or statutory authority on matter pertaining to the Corporation and its property. FINANCIAL FUNCTIONS - Collect, demand and recover on behalf of the Corporation all monies due to and take all necessary steps including legal proceedings to recover such sums as directed by or subject to the approval of the Corporation. - Pay and discharge out monies so collected, all rates, taxes, premiums, rent, license fees, statutory charges, professional fees, repairs, renovation, re-decorations, maintenance works and other outgoing or recurrent expenditure, properly incurred on behalf of the Corporation. - Ensure proper records are maintained on monies received and expended on behalf of the Corporation. - Prepare and submit an annual budget for the determination of expenses and to advise and recommend rates of contribution. - Submit a financial report to the Corporation on its financial state after the close of each calendar month. - Oversee requisitions for quotations to ensure proper cost control. - Request, act, negotiate, appoint and award, with the approval of and on behalf of the Corporation, on all contractual matters governing the property. - Initiate cost savings and generate value through implementation of new technology, sound economic and financial policies. MANAGEMENT AND MAINTENANCE FUNCTIONS - Manage and properly maintain the property and keep it in a state of good and operational condition, and in compliance with all relevant legislation, standards, and requirements governing the maintenance and management of the buildings. - Prepare specifications, call tenders, evaluate tenders and make recommendations to the Corporation. - Conduct regular inspections of the property to ensure that the property is properly maintained and serviced by staff and/or contractors. - Prepare and implement preventive maintenance programme for the property - Manage the site staff including their performance, behavior and attitude in the best interest of the Corporation. - Any other duties assigned by the Corporation.	5.5 days 44 hours - Full time/ Permanent - Location: North

Job Positions	Key Responsibilities	Working Hours / Location
	<u>Job Requirement:</u> • Candidate must possess at least a diploma in Estate Management, Building Services Engineering or equivalent. • Minimum 4-5 years of MCST experience for Diploma holders and have experience in handling more than 900 units. • Good knowledge of BMSMA Act.	
Customer Service Officer	<u>Job Description:</u> • Responsible for providing excellent customer service and support through rendering assistance to callers by addressing their queries, feedback and requests. • Understands the information provided and advises the callers on appropriate actions to be taken in accordance with the established Standard Operating Procedures (SOP) . • Identifies and executes appropriate solutions to address customer queries, feedback and requests. • Coordinates and activates the relevant parties to ensure callers are assisted to meet the expected services standards. • Record the nature of calls, activations and assistances rendered in the Daily Occurrence/clients' system. • Abide by safety and/or security standards in the workplace according to organizational Workplace Safety and Health (WSH) practices. <u>Job Requirement:</u> • At least GCE 'O' Levels or equivalent • 2 years of working experience in the customer service or Control Centre roles is preferred • Excellent customer service and communication skills • Proficient in Microsoft Office tools (Excel and Word).	• 5.5 days • 44 hours • Full time/ Permanent • Location: East
Drafter	<u>Job Description:</u> • Prepare detailed drawings and plans based on designs from architects, engineers, or project managers. • Convert concept sketches, layouts, or designs into accurate technical drawings for construction or manufacturing. • Review and update drawings to comply with building codes, safety standards, and project specifications. • Collaborate with architects, engineers, and other team members to resolve design or technical issues. • Maintain organized records of drawings and revisions. • Coordination drawings for on-site use. • Any other ad-hoc assignments assigned by the Management. <u>Job Requirement:</u> • Diploma or degree in Architecture, Civil Engineering, Building Technology, or related field. • Proficient in CAD software (e.g., AutoCAD, Revit, MicroStation) and other drafting tools.	• 5.5 days • 44 hours • Full time/ Permanent • Location: East

Job Positions	Key Responsibilities	Working Hours / Location
Electrical Engineer	Job Description: - Attend project meetings, site meetings & site inspections. - Review of drawings and technical submissions. - Testing and commissioning of electrical and mechanical systems. - Plan, forecast and track sub-contractors work progress, provide weekly scheduling and conduct daily coordination meeting to ensure project target timeline are met by sub-contractors, including logistic arrangement for daily operation needs. - Any other ad-hoc assignments assigned by the Management. Job Requirement: - Diploma in Electrical Engineering or related electrical engineering qualification with at least 3 years of experience in related field & local experience.	5.5 days 44 hours - Full time/ Permanent - Location: East
Facilities Manager	Job Description: - Manage and overseeing the entire lifecycle of Facility Management Enterprise System Platform and Facilities Maintenance Management System on site projects. - Budget & Financial Management. Develop and manage the administrative budget, monitoring expenditures and identifying cost-saving opportunities. - Planning & Integration of IoT Sensors, Smart Meters, Facilities Maintenance Management System, etc on site. Implementation & Installation IoT Sensors and etc. Oversee or coordinate the physical installation of IoT devices across the facility. - Monitoring & Data Collection. Collation and analysis of information from the FM Enterprise System to facilitate decisions and report for stakeholders. - Maintenance & Troubleshooting. Regular Maintenance. To perform routine checks to ensure sensors and IoT devices are functioning optimally. - Collaboration & Reporting. Stakeholder Communication with stakeholder. - Work with senior management, DSS teams, and other departments to report on sensor data insights, energy savings, and overall building performance. - Liaise with vendors, service providers, and contractors for any necessary sensor replacements, upgrades, or system modifications. - Provide training to facility staff on how to interact with or troubleshoot IoT sensor systems. - Ensure that end-users understand how data from sensors impacts their daily operations (e.g., energy savings through smart lighting systems). - To source, evaluating vendors and negotiating contracts to support project implementation. - Management of project timeline and expectation, while building strong relationships in the process to achieve customer satisfaction. - Any other assignments as and when directed by the Management. Job Requirement: - Diploma with min. 10 years or Degree with min. 5 years in IT, Intelligent Building, Green FM, Engineering or Building Services. - Candidate with IT and digital knowledge in built environment will be an advantage. - Good communication (verbal and written) skills and possess strong presentation skills.	5 days 44 hours - Full time/ Permanent - Location: East

Job Positions	Key Responsibilities	Working Hours / Location
	- Ability to multi-task and manage multiple projects simultaneously. Problem Solving & Analysis. - Passion in promoting digital transformation and technology solutions.	
Field Engineer	Job Description: - Site preparation and co-ordination, preparation of submission documents. - Coordinate & liaise with various related parties including customer, sub-contractors on site to ensure project requirements are met. - Provide on-site installation, validation and commissioning of equipment. - Perform hands-on site trouble shooting, service & repairs ensure successful - implementation and smooth delivery of projects through effective planning, management and deployment of resources. Responsible for the implementation, testing and commissioning of system. - Undertake any other duties and responsibilities as assigned by management, other ad-hoc duties when assigned. Job Requirement: - Major in Electronic, Electrical or Engineering. - ITE or Diploma and above.	5.5 days 44 hours - Full time/ Permanent - Location: HQ
Human Resources Executive	Job Description: - Handle full spectrum of HR duties such as preparation of employment contract for new staff, tracking and processing confirmation and salary adjustment, work pass administration, medical benefits administration and leave administration. - Responsible for updating personal data into the personal information system and ensures that the system is updated and accurate. - Maintain and update personal files of staff efficiently. - Prepare of Tax Clearance for designees (Foreigners). - Handle all types of leave administration and Time & Attendance Administration. - Prepare various Management and Manpower Reports. - Arranging of candidates for interviews when required. - Any other ad-hoc assignments assigned by the Management. Job Requirement: - Candidate must have at least a diploma with 2 years of relevant experience. - Fresh graduates and career switchers are welcome to apply; training will be provided. - Familiar with employment legislation, CPF Act and Income Tax Regulations will be an added advantage. - Candidate with relevant knowledge in HRMS (eg. Times Software application) will be an added advantage - Candidates with recruitment backgrounds will also be an added advantage. - Proficient in Microsoft Office Word & Excel applications. - Possess good communication and interpersonal skills.	5 days 44 hours - Full time/ Permanent - Location: East

Job Positions	Key Responsibilities	Working Hours / Location
Instrumentation & Control Engineer	<u>Job Description:</u> • Improve energy efficiency of existing buildings by analyzing, upgrading, and optimizing control systems to reduce energy consumption and operating costs. • Design, program, and modify Building Management Systems (BMS) and control strategies. • Implement energy-saving measures such as scheduling, demand control, and setpoint optimization. • Conduct energy audits and performance assessments. • Perform system commissioning, testing, and validation. • Integrate smart meters, sensors, and automation technologies. • Monitor system performance and recommend continuous improvements. • Ensure compliance with energy efficiency standards and local regulations. • Prepare technical reports, documentation, and cost-benefit analyses. • Strong communication and teamwork skills. • Problem-solving mindset and willingness to learn. • Any other duties as and when assigned by management. <u>Job Requirement:</u> • Diploma or Degree in Instrumentation Engineering, Electrical Engineering, Mechanical Engineering (HVAC), or related field. • Minimum 3 years of experience in building automation, HVAC controls, or energy management. • Strong knowledge of BMS platforms. • Experience with PLC programming and control systems. • Understanding of HVAC systems and energy efficiency principles.	• 5.5 days • 44 hours • Full time/ Permanent • Location: East
Instrument and Control Engineer	<u>Job Description:</u> • Prove energy efficiency of existing buildings by analyzing, upgrading, and optimizing control systems to reduce energy consumption and operating costs. • Design, program, and modify Building Management Systems (BMS) and control strategies • Implement energy-saving measures such as scheduling, demand control, and setpoint optimization. • Conduct energy audits and performance assessments. • Perform system commissioning, testing, and validation. • Integrate smart meters, sensors, and automation technologies. • Monitor system performance and recommend continuous improvements. • Ensure compliance with energy efficiency standards and local regulations. • Prepare technical reports, documentation, and cost-benefit analyses. • Strong communication and teamwork skills. • Problem-solving mindset and willingness to learn. • Any other duties as and when assigned by management. <u>Job Requirement:</u> • Diploma or Degree in Instrumentation Engineering, Electrical Engineering, Mechanical Engineering (HVAC), or related field. • Minimum 3 years of experience in building automation, HVAC controls, or energy management. • Strong knowledge of BMS platforms.	• 5.5 days / week • 44 hours • Full time/ Permanent • Location: Islandwide

Job Positions	Key Responsibilities	Working Hours / Location
	- Experience with PLC programming and control systems. - Understanding of HVAC systems and energy efficiency principles.	
Maintenance Officer	<u>Job Description:</u> - To manage tenant's fit-out/ reinstatement work and conduct timely handovers or takeover of units when required. - Ensure fortnightly checks are conducted to vacant units. - Escalate feedback to OM where necessary. - Attending to tenants enquired through emails when required. - Facilitating repairs, liaise with vendors and contractors where necessary. - Report to OM in the event it cannot be rectified within a reasonable time. - Obtain quotation for minor repairs. - Manage vendors and contractors. <u>Job Requirement:</u> - Diploma/Degree with at least 5 years relevant working experience.	5.5days 44 hours - Full time/ Permanent - Location: Central
Operations Executive	<u>Job Description:</u> - Running the day-to-day operations to achieve the goals and objectives of departments set. - Attends to client's feedback or requests on all operational and car park matters. - Preparing and furnishing reports to clients according to contractual requirements with approval. - Implement car park in project stage with liaising with all relevant parties including submission of applications. - Ensuring the high degree of customer satisfaction via consistency of service standards provided to clients. - Coordinate with contractors for car park defects rectification and housekeeping. - Planning of day-to-day manpower deployment. - Conduct sites audit/ inspection on EPS to ensure system functionalities. - Cascading organizational Workplace Safety and Health (WSH) practices. - Making sure that all company policies and procedures are followed by employees at all times. - Supports the Manager to ensure that effective controls are in place on day-to-day operational requirements. <u>Job Requirement:</u> - Must possess at least GCE 'O' Levels and above. - Proficient in Microsoft Office tools (Excel, Words, Power Point) 2 years of working experience in operational roles is preferred - With own transportation is preferable.	44 hours - Full time/ Permanent - Location: East
Project Executive	<u>Job Description:</u> - Manage Chiller Plant upgrading project for a high rise commercial and office building - Conduct Green Mark and energy related audits as required, identifying potential energy and carbon reduction opportunities and strategies; - Develop energy and water savings initiatives and plans - Working closely with properties managers to provide accurate and informative reports	44 hours - Full time/ Permanent - Location: East

Job Positions	Key Responsibilities	Working Hours / Location
	- Self-driven, resourceful and a good team player - Help evaluate existing buildings for appropriate energy conservation measures. - Understand financial terms, payback, ROI and related energy saving calculations - Any other ad-hoc assignments assigned by the Management. <u>Job Requirement:</u> - At least 3 years of PM experience in M&E systems installation. - Working at site-based at Changi Airport and able to travel from site to site (if required). - Strong interpersonal, observation, and reporting skills. - Able to work independently and in a fast-paced. - Willing to work irregular hours or weekends during critical project phases. - Strong coordination, planning, and stakeholder management skills. - Familiar with BMS, project scheduling tools - Good understanding of safety protocols and permit-to-work systems. - Proficient in Microsoft Office.	
Projects Manager	<u>Job Description:</u> - 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 to the client's expectation within the timeline and budget - Manage and negotiate consultant services on assigned projects. Monitors and evaluates the appropriateness and progress performed and completed by licensed or certified consultants. - Conduct quality assurance reviews to ensure that required work is satisfactorily performed and completed by certified consultants. - Monitors and reports on all phases of planning and construction - Provides direction on all project operations and activities such as the design, planning, schedule, project scope and project budget - Manage and monitor project fund which includes all payment to consultants, contractors and authorities - Any other ad-hoc assignments assigned by the Management. <u>Job Requirement:</u> - Possess Tertiary or equivalent qualification and with at least 3 years relevant post graduate experience or 5 years diploma in Project Management / Facilities Management / Engineering or equivalent.	5 days 44 hours - Full time/ Permanent - Location: HQ
Property Executive	<u>Job Description:</u> - Assist and report directly to Building Manager (BM) in all operation & maintenance concerns - Oversee the facilities management within the premises - Compiling the monthly utilities report and tabulations - Monthly M&E reports - Assist to develop and implement of Standard Operating Procedures (SOP) as and where necessary - Providing updates on ad-hoc and outstanding issues - Attending to clients' feedback or requests - Coordinates the preventive and corrective maintenance works schedule with the contract and client. - Inspect work carried out are proper and in satisfaction	5.5 days 44 hours - Full time/ Permanent - Location: Central

Job Positions	Key Responsibilities	Working Hours / Location
	• Liaising and managing contractors • Planning of maintenance schedule • Review and planning monthly maintenance schedule • Oversee all work is carried out timely and smoothly by the staff. • Any other ad-hoc assignments assigned by the Management. Job Requirement: • Diploma in relevant discipline from recognized institution with min 3 years of relevant working experience.	
Property Officer	Job Description: • To manage tenant's fit-out/ reinstatement works and conduct timely handovers or takeover of units when required. • Ensure fortnightly checks are conducted to vacant units. • Escalate feedback to OM where necessary. • Attending to tenants enquired through emails when required. • Facilitating repair, liaise with vendors and contractors where necessary. • Report to OM in the event it cannot be rectified within a reasonable time. • Obtain quotation for minor repairs. • Manage vendors and contractors. • Any other ad-hoc assignments assigned by the Management. Job Requirement: • Diploma/Degree with at least 3 years relevant working experience preferably with Commercial Building/ Grade A building experience.	• 5 days • 44 hours • Full time/ Permanent • Location: Central
Quantity Surveyor	Job Description: • Support of maintenance and project works function. • Advising on procurement strategy. • Prepare cost estimate. • Endorse and ensure all costing by Contractors is properly checked and endorsed. • Prepare and report financial projection and budgetary control including monitoring of contract and provisional sums. • Prepare and recommend monthly progress payment claims, and final account submitted by Contractors. • Evaluate and carry out joint measurements with Contractors (e-PO, Final BQ, etc.). • Administer Contractors work - check & verify quotations / "star rate" items / market sensing. • Check, certify and confirm Contractors Invoices. • Review and prepare specifications, evaluate and recommend tender submissions and contract documentation (maintenance contract). • Obtain and monitor Performance Bonds, Bankers Guarantees and insurances. • Prepare tender document, tender calling, tender evaluation, market survey report, contract documents, including bills of quantities with clients/ architects, and preparing and analysing costing in detailed reports. • Prepare tender documents, tender evaluation report, variation agreements and render professional advice on any penalties, liquidated damages when deemed necessary. • Prepare recommendation report (exercise option / CVR etc.).	• 5 days • 44 hours • Full time/ Permanent • Location: Central

Job Positions	Key Responsibilities	Working Hours / Location
	- Carry out random audits of not less than two (2) projects on maintenance replacement per month. - Administer term contractors A&A works. - Any other ad-hoc assignments assigned by the Management. Job Requirement: - Diploma in Quantity Survey, Building, Engineering, Construction Management or other relevant qualifications from a recognized institute with minimum 5 years relevant experience.	
Senior Operations Manager	Job Description: - Oversee the overall performance of Service teams within the contract. - Responsible for manpower resource planning, budget management, and ensuring compliance to maintain a safe working environment. - Ensure contract compliance and meet or exceed KPIs. - Foster a culture of service excellence and continuous improvement - Monitor and update account processes and procedures - Collaborate with Site Lead to develop and execute strategic business plans - Maintain data integrity in management systems - Deliver contractual and ad-hoc reports punctually - Support engineering during planned or unplanned power shutdowns. - Uphold safety protocols and crisis management procedures - Oversee supply chain delivery, ensuring service quality - Ensure accurate and timely financial reporting and billing - Manage staff performance, development and recruitment - Enforce compliance with Health, Safety, Environmental and Risk Management policies. - Cultivate teamwork, collaboration and personal development within the team. - Manage workload, resourcing and succession planning - Any other ad-hoc works assignment by the management. Job Requirement: - Degree in Engineering /Building/Facilities/Estate Management or relevant disciplines with proven management background and managed est. 20,000 sqm in the past 5 yrs. - Min. 8 years of relevant experience.	5.5 days 44 hours - Full time/ Permanent - Location: West
Senior Property Manager	Job Description: - Overall Property Management of the Estate that he/she assigned to include soft Services such as Pest Control, Landscape, Cleaning and Security. - Required to plan, formulate, manage and oversee the fitting-out, operations, maintenance and upkeep of buildings and land area. - Supervise and manage contractors in fulfilling their contractual obligation and ensure smooth operation of the buildings - Attend to feedback by tenants/ clients, to recommend and take remedial actions in a timely manner. - Promote good relations with our staff, contractors and management. - Ensure renewal of Managing Agent service contract	5 days 44 hours - Full time/ Permanent - Location: East

Job Positions	Key Responsibilities	Working Hours / Location
	- Ensure all preventive maintenance programs for all M&E/ building equipment in compliance with relevant legislations and safe work procedures. - Conduct monthly council meeting and Annual General Meeting. - Oversee preparation of annual budget and implement cost saving measures. - Provide timely guidance and advice for Site Team under his/her charge. - Any other ad-hoc assignments assigned by the Management Job Requirement: - Candidate must possess at least a diploma in Estate Management, Building Services Engineering or equivalent. - Minimum 5 years of MCST experience for Diploma holders and have experience in handling more than 500 units. - Good knowledge of BMSMA Act.	
Senior Software Engineer	Job Description: - Execute full software development life cycle (SDLC). - Design and development of application solutions in various programming languages and framework. (Laravel, Django) - Create flowcharts, layouts and documentation to identify requirements and solutions. - Develop and maintain a high standard of code quality, documentation, and system reliability. - Write clean, maintainable, and efficient code in various backend languages such as PHP, Python/Java. - Prioritise security best practice in all aspects of development and data handling. - Collaborate with cross-functional teams to deliver high-quality software solutions. - Provide technical support to users and liaise with development teams for maintenance and updates required. - Any other ad-hoc assigned by Management. Job Requirement: - At least a Diploma's in computer science, Engineering, or a related field - At least 3 years of experience in software development support or application support experience. - Experience with a CI/CD tool - Experience in memory caching techniques and tools. - Experience with cloud services such as AWS, Azure, GCP - Experience with scripting languages (e.g., Python, Bash) - Experience with containerization & orchestration systems like Kubernetes & Docker.	5 days 44 hours - Full time/ Permanent - Location: East
System Engineer	Job Description: - Configuration system and support of Car parking Systems. - Perform system testing, problem analysis, troubleshooting and to draw conclusions to the service/project/software team. - Prepare procedures, user documentation, operation manual, test procedures and test reports. - Provide support during system testing and live system. - Work with users to understand their problems or new requirements - Other duties as assigned.	5 days 44 hours - Full time/ Permanent - Location: East

Job Positions	Key Responsibilities	Working Hours / Location
	<u>Job Requirement:</u> - Minimum requirements for Education: At least Diploma and Bachelor's Degree in engineering, Computer Science or Information Technology. - At least 1 year's experience in system implementation, maintenance and technical support. - At least 1 years' experience on multi-OS platform installation such as LINUX and Windows Servers. - Knowledgeable in administrating and maintaining SQL Database. - Knowledgeable in administrating and maintaining virtualize environment. - Good understanding of Linux networking and security. - Experience in maintaining servers, storage and PC servers. - Knowledgeable of troubleshooting and debugging live software systems.	
Technical Executive	<u>Job Description:</u> Assist and report directly to Building Manager (BM) in all operation & maintenance concerns: - Oversee the facilities management within the premises - Compiling the monthly utilities report and tabulations - Monthly M&E reports - Assist to develop and implement of Standard Operating Procedures (SOP) as and where necessary Interfacing with the clients: - Attend monthly meeting with client & prepare the minutes of the meeting. - Providing updates on ad-hoc and outstanding issues. - Attending to clients feedback or requests. - Coordinates the preventive and corrective maintenance works schedule with the contract and client. Coordinate and manage projects: - Provide costing and proposals for ad-hoc works/projects. - Evaluate the quotations submitted by contractor and provide a formal quotation to the client. - Inspect work carried out are proper and in satisfaction. - Liaising and managing contractors. Leading the on-site technical teams: - Provide guidance, training and supervision to technical staff to ensure proper execution of assigned task. - Planning of maintenance schedule. - Review and planning monthly maintenance schedule. - Oversee all work is carried out timely and smoothly by the staff. - Any other ad-hoc assignments assigned by the Management. <u>Job Requirement:</u> - Diploma in Facilities Management, Engineering, Estate Management or other relevant qualifications from a recognized institute with minimum 3 years relevant experience. - Possess WSHO/FSM or other relevant certificates	5.5 days 44 hours - Full time/ Permanent - Location: East
Technical Officer	<u>Job Description:</u> - Inspections of the premises to check for abnormality and defects. - Support to cover reception service whenever receptionist is absence.	5 days 44 hours - Full time/ Permanent - Location: HQ

Job Positions	Key Responsibilities	Working Hours / Location
	- General handyman works inclusive of changing of light bulbs and minor repair of lock sets, door closer, etc (replacement parts are not included). - Setting up, testing of Meeting room (Testing of AV system). - Escort client's contractors as and when required. - Support to cover reception service whenever receptionist is absence. - Any other ad-hoc assignments assigned by the Management. Assist and report directly to Facility Executive in all operation & maintenance concerns: - Oversee the facilities management within the premises. - Compiling the monthly utilities report and tabulations - Prepare Monthly M&E reports. - Assist to develop and implement Standard Operating Procedures (SOP) as and where necessary. Interfacing with the clients: - Attend monthly/ad-hoc meeting with clients & stakeholders - Providing updates on ad-hoc and outstanding issues. - Attending to client/User feedback or requests. - Coordinates the preventive and corrective maintenance works schedule with the contractor and client. Coordinate and manage projects: - Provide costing and proposals for ad-hoc works/projects - Evaluate the quotations submitted by contractor and provide a formal quotation to the client. - Inspect works carried out are proper and in satisfactory. - Liaising and managing contractors. - Inspect and check on site that work orders have been carried out accordingly. Job Requirement: - Higher NITEC or NTC-2 Certificate in Electrical Engineering / Mechanical Engineering / Air-conditioning / Building Services or its equivalent with at least five (5) years of post-graduation working experience in maintaining building services including M&E and AV system. - First Aid Course (CPR + AED) certified - Experienced in operating and basic troubleshooting of meeting rooms AV equipment - Competency in basic troubleshooting of electrical power trip & ACMV issues.	
Technician	Job Description: - Maintenance of facilities and services. - Perform routine preventive maintenance and corrective action to ensure facility equipment and building system run smoothly and efficiently. - Regular inspection of grounds and facilities to ensure they are in good working order. - Attend to breakdown, servicing, repairing and emergency requests. - Any work assigned by Superior. Job Requirement: - N / O Level / NITEC with 2 years of relevant experience.	5.5 days 44 hours - Full time/ Permanent - Location: HQ

3 e2i services

- Career Coaching & Job Matching
- Skills Future Advice

We have compiled a list of resources for you to widen your search, sharpen your skills, and receive funding support.

Meet an e2i Career Coach

For jobseekers who need to speak to a career coach for career advisory and support, they can make an appointment online to meet up with an e2i coach for one-to-one coaching.



<https://e2i.com.sg/app>

You can also reach them at the following centres (By appointment only):

**e2i Career Centre
(Devan Nair Institute for Employment and Employability)**

80 Jurong East St 21,
Level 2, Singapore 609607

Operating Hours

Mondays: 2:30pm – 5:00pm
Tuesdays – Fridays: 9:00am – 5:00pm
Saturdays: 9:00am – 1:00pm

**e2i Career Centre
(Our Tampines Hub)**

ServiceSG Centre Our Tampines Hub,
1 Tampines Walk, #01-21,
Singapore 528523

Operating Hours

Mondays: 2:30pm – 5:00pm
Tuesdays – Fridays: 9:00am – 5:00pm
Saturdays: 9:00am – 1:00pm

**e2i Career Centre
(One Marina Boulevard)**

1 Marina Boulevard, #B1-03,
Singapore 018989

Operating Hours

Mondays: 2:30pm – 5:00pm
Tuesdays – Fridays: 9:00am – 5:00pm
Saturdays: 9:00am – 1:00pm

**e2i Career Centre
(Woodlands Civic Centre)**

ServiceSG Centre Woodlands,
900 South Woodlands Drive,
#03-01 Woodlands Civic Centre,
Singapore 730900

Or make an appointment at any of our 23 Jobs & Skills Centres located island wide:

<https://www.e2i.com.sg/locations/#SGUJSC>

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