

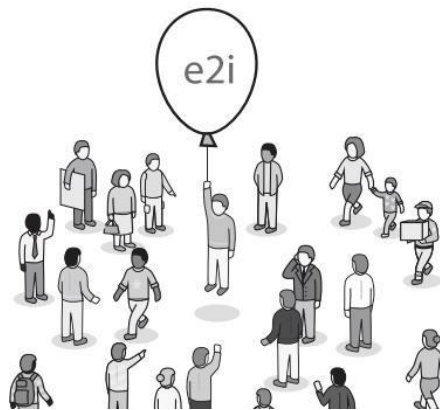
# e2i Built Environment – UEMS Solutions Pte Ltd Job Fair

[Devan Nair Institute for Employment and Employability,  
80 Jurong East St 21, Room: #01-01 Singapore 609607]

## JOB LISTING BOOKLET

Date: 18 November 2025

Time: 10am to 4pm



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

### About e2i (Employment and Employability Institute)

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

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## #1 UEMS Solutions Pte Ltd

Founded in 1988 in Singapore, UEMS Solutions Pte. Ltd. began with a simple goal: to provide reliable housekeeping services to the healthcare and hospitality sectors. Over the decades, we've grown into a leading provider of Integrated Facilities Management (IFM) services, now supporting critical environments across healthcare, education, industrial, and commercial sectors.

Job Positions	Job Description / Job Requirement	Working Hours / Location
<b>Healthcare Attendant</b>	<p><b>Job Description:</b></p> <ul style="list-style-type: none"> <li>• Orientate patients to assign beds/facilities.</li> <li>• Answer patient's calls and relay patient's requests to department-in-charge.</li> <li>• Attend to patient's basic needs e.g. toilet baths, bed sponging, serving of meals and drinks, feeding.</li> <li>• Conduct bedpan/urinal rounds; change patient's diapers.</li> <li>• Walk patients to toilet and assist them in toilets.</li> <li>• Monitor restless patients and ensure that they are safe and comfortable.</li> <li>• Chaperone female patients where required.</li> <li>• Clean spillages, discharges, vomit bowls, urinals as and when needed.</li> <li>• Maintain the tidiness and cleanliness of beds, lockers and non-patient rooms (e.g. storeroom).</li> <li>• Assist in inventory of linen and department items (e.g. flasks, pillows, bedpans).</li> <li>• Any other relevant duties as and when assigned by the Superior.</li> </ul> <p><b>Job Requirement:</b></p> <ul style="list-style-type: none"> <li>• No experience required.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days/week including weekend</li> <li>• 6.45am to 4.15pm or 12.15pm to 9.45pm</li> <li>• Full Time / Permanent</li> <li>• Location: Sengkang</li> </ul>
<b>Healthcare Porters</b>	<p><b>Job Description:</b></p> <ul style="list-style-type: none"> <li>• Attend regular call meetings to know daily operational deployment.</li> <li>• Attend in-service training to learn new skills and service knowledge to perform portering services.</li> <li>• Carry out portering duties which include but are not limited to the following:               <ol style="list-style-type: none"> <li>a) With the help of ward staff, assist in transporting and transferring patients on trolley to the wards and to other hospitals, where required.</li> <li>b) With the help of ward staff, assist in receiving and transferring patients from and to the ambulance, where required.</li> <li>c) With the help of ward staff, assist fall risk patients on and off wheelchairs.</li> <li>d) Send patients to ancillary departments for treatment / examination.</li> <li>e) Accompany patients to allied health departments for treatment/examination, where required.</li> <li>f) Send and collect equipment/specimens/blood/x-rays films/case records from allied health/ancillary departments.</li> <li>g) Any other relevant duties as and when assigned by the Superior.</li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>• 6 days/week</li> <li>• 44 hours</li> <li>• Full Time / Permanent</li> <li>• Location: Novena/ Kent Ridge/ Sengkang/ Simei/ Woodlands/ Yishun/Alexandra.</li> </ul>

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Job Positions	Job Description / Job Requirement	Working Hours / Location
	<p><b><u>Job Requirement:</u></b></p> <ul style="list-style-type: none"> <li>• Able to know how to use mobile applications to attain job assignments by the controller.</li> <li>• Able to communicate in English.</li> </ul>	
<b>Housekeepers</b>	<p><b><u>Job Description:</u></b></p> <ul style="list-style-type: none"> <li>• Attend regular call meetings to know daily operational deployment.</li> <li>• Attend in-service training to learn new skills and service knowledge to perform housekeeping services.</li> <li>• Execute routine cleaning assignments at assigned areas (such as patient wards, compound areas, critical surgical areas, medical center, administration offices, laboratory areas, waiting compound areas and public restrooms).</li> <li>• Use various cleaning chemicals and disinfectants on deployed areas.</li> <li>• Operate machinery for project and periodic cleaning, disinfection on non-medical/medical equipment, if required.</li> <li>• Ensure the environmental service standards are met.</li> <li>• Escalate any matter/ feedback to the upline superior when necessary.</li> <li>• Undertake any other ad hoc duties as and when assigned by the superior.</li> </ul> <p><b><u>Job Requirement:</u></b></p> <ul style="list-style-type: none"> <li>• No experience required.</li> </ul>	<ul style="list-style-type: none"> <li>• 6 days/week</li> <li>• 44 hours</li> <li>• Full Time / Permanent</li> <li>• Location: Island wide</li> </ul>
<b>Housekeeping Team Leader /Supervisor</b>	<p><b><u>Job Description:</u></b></p> <ul style="list-style-type: none"> <li>• Supervise a team of Housekeepers in carrying out our cleaning works and maintaining cleanliness of the assigned areas.</li> <li>• Conduct regular roll-call and ensure staff are properly attired and groomed, and necessary information cascaded during the roll-call.</li> <li>• Handle feedback and complaints, respond to customer's request promptly. To escalate to Superior when necessary.</li> <li>• Maintain and ensure that all equipment is clean, well labelled and in good working conditions.</li> <li>• Oversee the planning and scheduling of the Housekeepers.</li> <li>• Any other relevant duties as and when assigned by the Superior.</li> </ul> <p><b><u>Job Requirement:</u></b></p> <ul style="list-style-type: none"> <li>• Minimum N' Level.</li> </ul>	<ul style="list-style-type: none"> <li>• 6 days/week</li> <li>• 7am to 4pm</li> <li>• 8am to 5pm</li> <li>• 9am to 6 pm</li> <li>• 12pm to 9pm</li> <li>• 1pm to 10pm</li> <li>• 9pm to 6am</li> <li>• 10pm to 7am</li> <li>• Full Time / Permanent</li> <li>• Location: Island wide</li> </ul>
<b>Linen Attendant</b>	<p><b><u>Job Description:</u></b></p> <ul style="list-style-type: none"> <li>• Report to Linen Supervisor/Executive on any linen operational concerns.</li> <li>• Receive and verify the quantity of clean linen delivered by launderers.</li> <li>• Pack and store clean linen onto linen room rack and/or designated linen locations.</li> </ul>	<ul style="list-style-type: none"> <li>• 6 days/week</li> <li>• 7.30am to 3.30pm</li> <li>• 7:30am to 4:30pm</li> <li>• Full Time / Permanent</li> <li>• Location: Alexandra/ Little India</li> </ul>

Job Positions	Job Description / Job Requirement	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Pack clean linen onto linen trolleys for respective user department accordingly and report if otherwise.</li> <li>• Collect soiled linen daily as per schedule.</li> <li>• Clean and sanitize all linen trolleys before and after use in accordance to established SOP.</li> <li>• Conduct linen quality inspection and prepare linen condemn list in accordance with pre-determined schedule.</li> <li>• Examine laundered items to ensure cleanliness and serviceability.</li> <li>• Issue memo to launderer for rewashing linen.</li> <li>• Maintain proper and accurate inventory linen stock movement record.</li> <li>• Keep the linen room in clean and orderly condition.</li> <li>• Assist in answering calls from service hotline.</li> <li>• Any other relevant duties as and when assigned by Linen Supervisor/Executive.</li> </ul> <p><b><u>Job Requirement:</u></b></p> <ul style="list-style-type: none"> <li>• No experience required.</li> </ul>	
<b>Meal Service Associate</b>	<p><b><u>Job Description:</u></b></p> <ul style="list-style-type: none"> <li>• Updating patient's meal requirements in meal ordering system.</li> <li>• Serving meals (Breakfast, Lunch, Dinner, Tea Break) &amp; collection of meal trays after meal service.</li> <li>• Preparation and serving of beverages.</li> <li>• Serving of adhoc beverages, snacks and supper.</li> <li>• General maintenance and stocking of ward pantry (includes wipe down of ward trolleys).</li> <li>• Gather patient feedback and attend to and resolve patients' feedback on meal related issues.</li> <li>• May be required to conduct beverage preparation in Central Kitchen.</li> <li>• Any other Meal Service Associate related work scope as required.</li> </ul> <p><b><u>Job Requirement:</u></b></p> <ul style="list-style-type: none"> <li>• Minimum N' Level with relevant frontline customer service experience.</li> <li>• Able to read, write and speak English.</li> </ul>	<ul style="list-style-type: none"> <li>• 6 days/week</li> <li>• 6:45am to 3:15pm 12:30pm to 9pm</li> <li>• Full Time / Permanent</li> <li>• Location: Outram</li> </ul>
<b>Patient Service Associate / Concierge Specialist</b>	<p><b><u>Job Description:</u></b></p> <ul style="list-style-type: none"> <li>• Perform visitor registration, concierge services and information counter services.</li> <li>• Handle complaints/ feedback and resolve issues by performing service recovery.</li> <li>• To update or escalate to Team Leader of any incident that occurred, and steps taken to rectify issues.</li> <li>• Assist in kiosk registration, queue management, entry and exit access via gantries.</li> <li>• Attended patients/ visitors' enquiries and feedback.</li> <li>• Provide wayfinding and wheelchair assistance.</li> </ul> <p><b><u>Job Requirement:</u></b></p> <ul style="list-style-type: none"> <li>• Minimum N' Level with relevant frontline customer service experience.</li> <li>• Able to read, write and speak English.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days/week including weekend</li> <li>• 11:30am to 9pm</li> <li>• Full Time / Permanent</li> <li>• Location: Outram</li> </ul>

Job Positions	Job Description / Job Requirement	Working Hours / Location
<b>Public Area Cleaners</b>	<p><b><u>Job Description</u></b></p> <ul style="list-style-type: none"> <li>• Ensure all public restrooms and toilets are cleaned, and amenities are stocked at all times/</li> <li>• Maintain cleanliness of walls, floors, doors, and table tops as and when necessary, in the lobby area at all times.</li> <li>• Empty and clear trash bins in public areas</li> <li>• Maintain furniture and equipment in a serviceable condition and report any defects immediately to the superior.</li> <li>• Handle all lost and found properties by following the correct procedure.</li> <li>• Carry out any projects and assignments as directed by the Superior.</li> </ul> <p><b><u>Job Requirement:</u></b></p> <ul style="list-style-type: none"> <li>• No experience required for this role.</li> </ul>	<p>6 days/week</p> <ul style="list-style-type: none"> <li>• 7am to 4pm</li> <li>• 9am to 6 pm</li> <li>• 2pm to 11pm</li> <li>• 10pm to 7am</li> <li>• Full Time Permanent</li> <li>• Location: Island wide</li> </ul>
<b>Room Attendant</b>	<p><b><u>Job Description:</u></b></p> <ul style="list-style-type: none"> <li>• Performing in daily cleaning of the guest room, common areas, and replenishment of amenities.</li> <li>• Ensuring the cleanliness of the guest rooms and the common area must meet the standard requirement by Management.</li> <li>• To carry out other duties as assigned by the housekeeping supervisor or the Management.</li> <li>• Handle housekeeping requests by guests.</li> <li>• To check and deliver the guest's laundry to the guest room daily.</li> <li>• Able to handle all kinds of chemicals required for cleaning duties.</li> <li>• Undertake any other ad hoc duties as and when assigned by the superior.</li> </ul> <p><b><u>Job Requirement:</u></b></p> <ul style="list-style-type: none"> <li>• No experience required.</li> </ul>	<ul style="list-style-type: none"> <li>• 6 days/week</li> <li>• 8:30am to 4:30pm</li> <li>• Full Time / Permanent</li> <li>• Location: Island wide</li> </ul>
<b>Team Leader (Visitor Management Service)</b>	<p><b><u>Job Description:</u></b></p> <ul style="list-style-type: none"> <li>• To carry out counter operations according to the hospital's guidelines, procedures, and policies consistently.</li> <li>• Plan weekly duty roster and manage the deployment of staff for all Visitor Registration Counters.</li> <li>• Supervise and monitor the performance of staff to ensure service levels are met.</li> <li>• Provide coaching and counselling when necessary.</li> <li>• Manage resources including manpower, equipment and supplies in daily operations.</li> <li>• Investigate causes of discrepancies and complaints and take corrective actions.</li> <li>• Raise necessary documentation (Incident Report [IR]).</li> </ul> <p><b><u>Job Requirement:</u></b></p> <ul style="list-style-type: none"> <li>• Minimum N' Level.</li> </ul>	<ul style="list-style-type: none"> <li>• 6 days/week</li> <li>• 6:30am to 4pm</li> <li>• 7:30am to 5pm</li> <li>• 10:30am to 8pm</li> <li>• 11:30am to 9pm</li> <li>• Full Time/ Permanent</li> <li>• Location: Outram</li> </ul>

## #2 e2i Services

- Career Coaching & Job Matching
- Skills Future Advice

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

### Meet an e2i Career Coach

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



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

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

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

80 Jurong East St 21,  
Level 2, Singapore 609607

**Operating Hours**

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

**e2i Career Centre  
(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>

## NTUC Job Security Council's Telegram Channels

Be alerted to daily on the latest job vacancies from hiring companies

Subscribe to **PMET Job-Alert**

(e.g. Analysts, Engineers, Executives, Technicians etc)

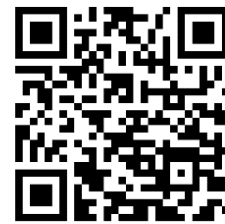
<https://bit.ly/jsc-ja-pmet>



Subscribe to **Non-PMET Job-Alert**

(e.g. Temporary, Part-time jobs, Operators, Packer roles)

<https://bit.ly/jsc-ja-nonpmet>



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