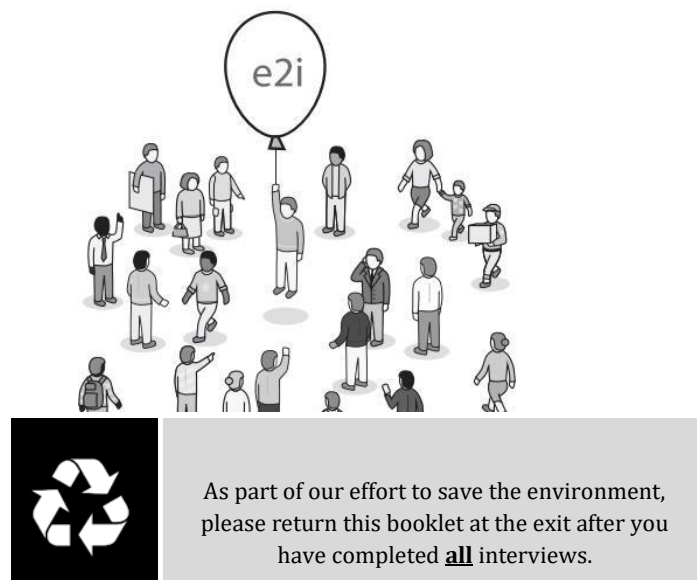


e2i Built Environment_ Integrated Facility Management Recruitment Job Fair @Yishun Bus Interchange

Together, Potential Meets Opportunities

JOB LISTING BOOKLET



**Date: 24 – 28 June 2024,
Time: 10am - 4pm**

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 OneStop Security Platform Pte Ltd

Established in 2013, OneStop Security Platform (OSP) is a one-stop recruitment platform for all facility management services today. The careers of our workforce is the centre of our business ethos, "Your career matters". As the industry converge to integrated facility management (IFM), OSP provides you with career opportunities in security, landscape, cleaning, pest control and facility management because "your career matters" to us. OSP 2.0 provides E-learning opportunities in IFM, virtual career fairs and interviews, workforce placement opportunities and system integration and technology solutions comprehensively to meet "your career matters" needs. Available in Apple IOS and Android, OSP brings power to the hands of our jobseekers, to a quicker job match and a higher paying job every hour, every day.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Dishwasher	Job Description: - General cleaning of kitchen areas. - Cleaning of plates, bowls, pots, pans & utensils (where required). - Other general cleaning of assigned work site. - Other ad-hoc cleaning works as directed by Supervisor. Job Requirement: - Willing to clean commercial kitchens. - Physically fit. - Willing to wash toilets. - Able to work with care to handle fragile items.	
Toilet/General Cleaner	Job Description: - General cleaning & Toilet cleaning. - Cleaning of offices, function rooms, washrooms, and common areas. - Other ad-hoc work as directed by the Management or Supervisor. Job Requirement: - Physically fit. - Positive working attitude. 6 months to 1 year experience as a cleaner is advantageous. - Basic command of English to communicate with site Management and tenants whenever required.	
Service Manager (Foreign Domestic Worker Services)	Job Description: - Find prospects and leads and understand our service offerings. - Provide quality customer service to customers and perform service recovery when needed. - Understand the needs and explain how we can align with their needs. - Facilitate the selection & interview of Migrant Domestic Workers. - Administrative and training duties in connection with the placement of Migrant Domestic Workers. - Ensure that all the necessary documents are processed with the Ministry of Manpower. - Travel to customers' location to follow up on leads. - Any other ad-hoc duties may be assigned from time to time. Job Requirement: - Certificate of Employment Intermediaries (CEI) is a distinct advantage. - Applicants without CEI may also apply - Candidates will be required to take the course & exam (sponsored by Company) as per MOM requirements. - Able to communicate in spoken Mandarin and/or dialects, to communicate with Mandarin speaking only clients and their family members (e.g. elderly who may only speak Mandarin and/or dialect). - Minimally 2 years' working experience in customer service field.	

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	- Team player and able to work independently. - Good time management skills. - Great interpersonal and communication skills. - Willing to work on Weekends / Public Holidays (off days based on duty roster)	
Technician	<u>Job Description:</u> - Conduct regular checks and inspections on the grounds and report on irregularities found so as to ensure proper operation of the building. - Carry out servicing, repairs and modification works such as replacing light bulbs, water taps and handyman services. - Carry out preventive and adhoc maintenance work. - To perform other job related and ad hoc duties as assigned. <u>Job Requirement:</u> - NITEC in Engineering or Building Services discipline or - Relevant trade training, WSQ certificates and experience will be considered. - Preferably with at least 3 years of relevant work experience. - Must be a team player as and when necessary. - May be expected to work after normal working hours if necessary.	•
Nurse - Home Care and Caregiving services	<u>Job Description:</u> - Assistance with Activities of Daily Living (ADL), e.g. Washing / Bathing, Toileting, Dressing, Feeding, Mobility assistance, Transferring, etc. - Assistance with Instrumental Activities of Daily Living (IADL), e.g. Grocery shopping, basic housework, food preparation, transportation, etc. - Provide first aid treatment where and when required. - Monitoring of clients' blood pressure, heart rate, oxygen level, blood glucose level etc. - Monitoring of clients' routine medication and liaising with clients' doctor(s) closely, monitoring of side effect(s) of medication. - Accompanying clients to routine medical appointments with specialists or to medical facilities e.g. dialysis center. - Emotional support and companionship, as well as other recreational, leisure and mind stimulating activities for elderly, disabled or sick clients. <u>Job Requirement:</u> - Registered Nurse with Singapore Nursing Board (SNB). - Diploma in Nursing or higher. - Minimum 2 years working experience in hospital or nursing home environment. - Valid certification in Basic Cardiac Life Support (BCLS), AED etc. - Able to demonstrate good communication and interpersonal skills with elderly, disabled or sick persons and their family members. - Able to demonstrate patience and care in handling elderly, disabled or sick persons - Strong problem-solving skills and ability to work as a team.	

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Business Development Executive (Japanese Speaking)	Job Description: - Conduct thorough market research to understand various industries, with a focus on sectors where hiring of talented professionals are in demand. - Analyses market trends, competitor activities, and talent availability to inform recruitment strategies. - Cultivate strong partnerships by understanding alliance partner and business objectives and provide expert advice and consultation to business partner regarding their recruitment requirements. - Preparing weekly update and monthly report of the business progress. - Ensure clear communication of position requirements, client's expectations, and candidate profiles to facilitate successful placements. - Conduct negotiations with clients to finalize terms of engagement, including service fees, contract terms, and candidate offers. Strive to achieve mutually beneficial agreements. Job Requirement: - Fluency in Japanese language proficiency (written and spoken) is essential for effective communication with Japanese-speaking partners or clients. - Proven experience in business development, sales, or recruitment, preferably in a client-facing role. - Strong understanding of market research methodologies and techniques. - Excellent communication and interpersonal skills, with the ability to build rapport and establish credibility with Japanese-speaking clients. - Strategic thinking and problem-solving abilities to develop effective recruitment strategies and solutions. - Negotiation skills and the ability to drive consensus among stakeholders. - No relevant working experience will be required; however, candidates must demonstrate a strong willingness to learn and a passion for recruitment. - Training will be provided to develop the necessary skills and expertise.	
Product Technical Support	Job Description: - Testing and Commissioning of mass scaled IoT systems (not limited to LoRaWAN, BLE, SigFox, ZigBee, NBLoT, etc). - Perform hands-on site work to support M&E work. - Testing of IoT sensory and electrical equipment on site. - Reporting test results in accordance with the company standards/SOPs. - Coordinate with other technical staff, both locally and overseas. - Opportunities to work with clients from various industries. - Ad-hoc duties may be assigned from time to time. Job Requirement: - Basic knowledge of electrical installation. - No experienced candidates are welcome, On the job training. - Ability to work independently and collaboratively within a team. - Prior experience in testing electronic devices is a plus. - Proactive problem-solving and critical-thinking skills.	

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Property Executive	Job Description: - Managing the daily operations of the property or assisting the Property Manager in a site team. - 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. Job Requirement: - Must be willing to work in a condominium / residential environment. - Diploma/Degree in Property/Estate/Facilities Management/Engineering or equivalent. - Experience in / Exposure to work in MCST environment. - Knowledge in building works and facilities management. - Knowledge of and conversant in the Building Maintenance & Strata Management Act. - Possess good communication skills in liaising with both internal and external stakeholders.	
Senior / Property Executive	Job Description: - Managing the daily operations of the property or assisting the Property Manager in a site team. - 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. Job Requirement: - Degree or Diploma in Property Development/Real Estate Management or equivalent - Min 1 year of Facility &/or Property Management experience. - Good knowledge of BSM Act & other relevant regulations. - Possess good interpersonal & supervisory skills.	
Complex Manager	Job Description: - Oversee and ensure that property is effectively managed and well maintained. - Lead, supervise, plan and co-ordinate site staff, service providers and contractors in providing maintenance function and smooth operation of the estate / building. - Review of contracts, agreements and insurance before expiry and recommend renewal or call for quotation or tender. - Ensure compliances to statutory requirements for the estate / building. - Preparation and assist in conducting council meetings, annual general meeting and all other sub-committee meetings. - Other job related and ad hoc duties as assigned. Job Requirement: - At least 3 to 5 years in managing commercial property / properties. - Able to manage commercial property with nightlife establishment.	

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	- Proven experience as a Building Manager / Complex Manager for commercial property / properties is required for this position. - Electrical, mechanical, building structural and ACMV knowledge is a distinct advantage. - Experience in MCST environment. - Degree or Diploma in Facilities / Building Management or equivalent. - Good knowledge of building maintenance and conversant in the BSM Act. - Mature and independent with ability to lead a team. - Good leadership, interpersonal and communication skills.	
HQ Property Executive/Manager	<u>Job Description:</u> - Managing the daily operations of the property. - 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. - Oversee and ensure that estate/building is effectively managed and well maintained. - Lead, supervise, plan and coordinate site staff, service providers and contractors in providing maintenance function and smooth operation of the estate/building. - Review of contracts, agreements and insurance before expiry and recommend renewal or call for quotation or tender. - Ensure compliances to statutory requirements for the estate/building. - Preparation and assist in conducting council meetings, annual general meeting and all other sub-committees' meetings. - Support AGF in Creation, Deployment and Project Management of AGF Long Term Market Competitiveness and Differentiation Strategy at SRE Global. - Other job related and ad hoc duties as assigned. <u>Job Requirement:</u> - Degree in Property Management or equivalent. - Min 3 years of Facility &/or Property Management experience. - Good knowledge of BSM Act & other relevant regulations. - Good negotiation and communication skills. - Possess good interpersonal & supervisory skills. - Good writing skills. - Ability to work under pressure and time constraints.	
Administrative Assistant (with MCST experience)	<u>Job Description:</u> - Assist in all administrative duties that support the business requirements. - Other ad-hoc duties as assigned by the manager from time to time. - Provide administrative support & customer service. - Administration includes filing, faxing, cash collection. <u>Job Requirement:</u> - Min. GCE "O" Level with 1 year of working experience. - Min 2-3 years of Facility &/or Property Management experience. - Hand-on experience and well-versed with Microsoft Office applications.	

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Meticulous and strong organizational skills. • Must be a team player.	
Condominium Manager	<u>Job Description:</u> • On-site management and maintenance of properties. • Day to day operation of all matters relating to maintenance/management of Condo's facilities and operations. • Administration and management of contracts. • Attending to queries from owners. • Liaising with contractors. <u>Job Requirement:</u> • Must be willing to work in a condominium / residential environment. • Degree or Diploma in Facilities / Building Management or equivalent. • Experience in MCST environment or being part of MA functions. • Good knowledge of BSM Act & other relevant regulations. • Mature and independent with ability to lead a team. • Good leadership, interpersonal and communication skills. • Good Negotiation & communication skills.	
Electrician	<u>Job Description:</u> • Installation of devices, not limited to sensors and other electrical/mechanical devices. • Perform maintenance at site, not limited to AST devices. • Attend site survey/inspection to potential sites. • Any other technical related issues. • Perform other related duties as required. <u>Job Requirement:</u> • Basic knowledge of electrical installation. • No experienced are welcome, On the job training. • Ability to work independently and collaboratively within a team. • Prior experience in testing electronic devices is a plus. • Proactive problem-solving and critical-thinking skills.	
Human Resource Generalist	<u>Job Description:</u> • Officer-In-Charge of the employee life cycle processes for assigned portfolio - recruitment, onboarding, orientation & training logistics and record keeping through exit interview. • Manage full spectrum of payroll related function for assigned subsidiary (Tax clearance submission, monthly CPF submission, annual income tax submission, and other government related grant application and submission). • Assist in recruitment initiatives for other subsidiaries within the Group. • Company-wide committee facilitation and participation. • Employee safety, welfare, wellness, and health reporting. • Provide direct support to employees during implementation of HR services, policies, and programs. • Updating HR policies and organizing CSR related programs. • Ad-hoc duties may be assigned from time to time. <u>Job Requirement:</u> • Diploma / Degree Holder in HRM or any field or no experienced Polytechnic or undergraduates are welcome to apply. • Experience in payroll software will be an advantage but is not a must; on-the-job training will be provided.	

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Possess a high level of responsibility and integrity to maintain confidentiality of all HR and payroll records. • Meticulous with good communication skills. • Independent and self-motivated with a growth mindset. • Proficient in Microsoft Office Applications. • Able to work in a fast-paced environment.	

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