

# Explore.Connect.Grow

Unlock Career Possibilities  
in the Modern Services Industry

18 Aug to 12 Sep 2025

JOB LISTING BOOKLET

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**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).

# Available Jobs

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## GMP Recruitment Services (S) Pte Ltd

*The GMP Group, founded in 1991, has grown into a premier recruitment and HR solutions firm based in Singapore, with over three decades of experience connecting Asia-Pacific talent to leading regional and global organisations. They deliver end-to-end staffing services—including executive search, permanent placement, contract and temporary staffing, and international recruitment—across industries such as technology, finance, healthcare, engineering, and manufacturing. Driven by a foundation of integrity, quality, respect, collaboration, and accountability, they also uphold fair employment standards and provide innovative HR services like payroll outsourcing, recruitment process outsourcing (RPO), and work-pass support tailored to clients' operational needs. Serving both job seekers—with ongoing guidance beyond mere skill matching—and employers—by easing talent acquisition with strategic, industry-specific expertise—GMP is recognized for its proactive recruitment approach and trusted solutions across Southeast Asia.*

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>1. AML/CFT Compliance Officer (Private Bank)</b>	<ul style="list-style-type: none"> <li>Reviewing high-risk client files pre-onboarding and on a periodic basis, investigating escalations from the first line, and advising on complex AML and sanctions issues.</li> <li>Will be involved in preparing and submitting STRs when needed.</li> </ul>	<ul style="list-style-type: none"> <li>Bachelor's degree and min 4 years' CDSA, AML/CFT experience in a private bank.</li> <li>Strong working experience in Singapore regulatory landscape, regulations and guidance in AML financial crime role.</li> </ul>	<ul style="list-style-type: none"> <li>8.30 am to 6pm</li> <li>Magazine Road</li> </ul>
<b>2. Assistant Community Manager (Healthcare)</b>	<ul style="list-style-type: none"> <li>Assisting with planning, implementation, and management of community health projects.</li> <li>Analyzing data related to community health initiatives to identify trends and inform decision-making.</li> <li>Working with various community partners, healthcare teams, and patients/ caregivers to improve healthcare delivery.</li> <li>Providing information to patients and caregivers, often through a hotline or other channels.</li> <li>Performing secretariat work for meetings, managing office</li> </ul>	<ul style="list-style-type: none"> <li>Bachelor's degree in Healthcare Administration, Business Administration, or related field</li> <li>Experience in doing community services, project management or healthcare operations.</li> </ul>	<ul style="list-style-type: none"> <li>8.30am to 5.30pm</li> <li>Finlayson Green</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	budget, and maintaining records. <ul style="list-style-type: none"> <li>Analyzing assessment information to prioritize care needs and develop care plans.</li> <li>Interacting effectively with patients, healthcare professionals, and community partners.</li> </ul>		
<b>3. Assistant Manager, Operations (Healthcare Clinical Service)</b>	<ul style="list-style-type: none"> <li>Manage service point operations assigned</li> <li>Responsible for daily operations of these service points, including front counter services, administrative/ operational matters and partnering Nurse Manager and other stakeholders to solve system and process problems</li> <li>Work with other department managers to ensure a positive experience for patients along the continuum of care</li> <li>Ensuring facilities are patient friendly and safe</li> <li>Partner the department managers (Ops &amp; Admin) in achieving customer satisfaction targets</li> <li>Responsible for devising innovative services to continually improve service levels and delight customers</li> <li>Responsible for achieving volume and financial targets for clinical targets assigned. Develop and carry out business plans in conjunction with clinical chiefs to ensure that goals are reached</li> <li>Manage business through annual financial budgeting and regular reviews with clinical heads, and development of new business</li> <li>Manage a group of non-nursing staff providing services in service points.</li> <li>Conduct appraisals for non-nursing staff.</li> </ul>	<ul style="list-style-type: none"> <li>Degree in any discipline with minimum 3 years' work experience in Healthcare industry</li> <li>Healthcare operational experience will be advantageous although not necessary</li> <li>At least 2 years of experience in managing frontline staff</li> <li>Analytical, quantitative with strong communication skills (written and verbal)</li> <li>Proficient in Microsoft Word/Excel/Power point.</li> </ul>	<ul style="list-style-type: none"> <li>8.30am to 5.30pm</li> <li>Finlayson Green</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>Ensure that non-nursing staff receive appropriate induction, orientation and training so that they possess appropriate skills and knowledge to carry out their jobs.</li> <li>Responsible for staff recruitment and retention to achieve stable, skilled and motivated workforce and achieve the desired customer and business outcomes.</li> <li>Responsible for two-way communication between staff and management and ensure timely dissemination of information, escalation of issues and recommending solutions to problems.</li> <li>Participate in committees and other tasks as assigned.</li> <li>Job rotations to other operational areas after 3 years.</li> </ul>		
<b>4. Bank Facilities &amp; Admin Officer (Foreign Bank)</b>	<ul style="list-style-type: none"> <li>Manage overall facilities &amp; general office admin matters in the office.</li> <li>Liaise &amp; negotiate with vendors on equipment and system purchases and upgrades.</li> <li>Manage banks outsourced cleaning &amp; security services.</li> <li>Handle office security, building safety, fire drills etc.</li> <li>Manage company's fixed asset maintenance.</li> <li>Assist with meeting rooms reservations.</li> <li>Prepare facilities &amp; office budget.</li> </ul>	<ul style="list-style-type: none"> <li>Diploma/ Degree holder with at least 1-3 years of relevant office/facilities administration in corporate organizations.</li> <li>Experience in facilities management in banks is an added advantage.</li> <li>Excellent interpersonal &amp; communication skills.</li> <li>Ability to multi-task &amp; meet challenging deadlines.</li> <li>Possess valid class 3 driving license.</li> <li>Proficient in MS Office Applications.</li> </ul>	<ul style="list-style-type: none"> <li>9.00 to 6pm</li> <li>Finlayson Green</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>5. Bank Finance Ast Manager (Foreign Bank)</b>	<ul style="list-style-type: none"> <li>The Accounts Payable &amp; Receivable Associate is responsible for processing supplier payments, managing fixed assets accounting, monthly expense accruals, and supporting financial and regulatory reporting.</li> <li>The role also includes bank reconciliation, collateral management, and assisting with ad hoc finance tasks.</li> </ul>	<ul style="list-style-type: none"> <li>Diploma in accounting with Min 1-2 years of experience in Account payable, fixed assets and financial reporting.</li> <li>Strong Excel skills, familiarity with SUN accounting and SWIFT instructions is preferred.</li> </ul>	<ul style="list-style-type: none"> <li>8.30 to 6.00pm</li> <li>Finlayson Green</li> </ul>
<b>6. Biomedical Engineering Assistant (Healthcare)</b>	<ul style="list-style-type: none"> <li>Provide technical support to all hospital personnel in the commissioning, operation, maintenance and de-commissioning of medical equipment</li> <li>Supervise the specialist vendors and appointed contractors on medical equipment maintenance works to ensure quality of work and compliance to required standards</li> <li>Update and collect feedback from users regularly on the maintenance, performance, reliability and quality of medical equipment.</li> <li>Check, analyse and investigate faults / complaints / hazards on medical equipment and assist BME engineers in mapping out and implementation of required action plans.</li> <li>Ensure quality of work conforms to standards and practices that the hospital subscribes to, including other quality initiatives driven by hospital and department</li> <li>Manage stock and spares for front line technical support and assist stock supervisor in documentation.</li> </ul>	<ul style="list-style-type: none"> <li>Preferably a Diploma in Electronics / Biomedical Engineering.</li> <li>Certificate in Electronics / Electromechanical / Mechatronics Engineering</li> <li>Practical experience of at least 3 to 5 years in a healthcare setting preferred</li> </ul>	<ul style="list-style-type: none"> <li>8.30am to 5.30pm</li> <li>Finlayson Green</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>Assist BME engineers in coordinating services for medical equipment projects with vendors, contractors and appointed project consultants</li> <li>Perform any other duties and tasks assigned by BME engineers.</li> </ul>		
<b>7. Branch Operations Officer (Corporate Bank)</b>	<ul style="list-style-type: none"> <li>Manage cheque clearing processes and resolve related exceptions.</li> <li>Maintain and update customer and account static data accurately in banking systems.</li> <li>Support CTS and e-GIRO transaction processing</li> </ul>	<ul style="list-style-type: none"> <li>Must be Degree holder.</li> <li>At least 1 to 2 years' experience in KYC, customer onboarding, or account services preferred</li> <li>Good communication and people skills.</li> <li>Able to adapt to changing priorities, workload, and operational requirements in a fast-paced environment.</li> </ul>	<ul style="list-style-type: none"> <li>9.30 to 6.30pm</li> <li>Finlayson Green</li> </ul>
<b>8. Client Advisors</b>	<ul style="list-style-type: none"> <li>Provide sound financial advice with proper fact-finding and review of customers' financial goals</li> <li>Build &amp; maintain long-lasting relationships with both existing and potential customers</li> <li>Capitalize on sales opportunities via customer events, financial reviews and branch engagement activities.</li> <li>Proactively acting on leads from our database and setting up appointments with potential customers.</li> <li>Ensure sales conversion by capitalizing on referrals.</li> </ul>	<ul style="list-style-type: none"> <li>Min GCE A Levels, Diploma or Degree in any field</li> <li>No prior experience required.</li> <li>CMFAS certifications M5, M9, M9A, HI, BCP, PGI preferred, but not necessary.</li> <li>Have good interpersonal skills and be passionate about helping customers achieve greater financial competency.</li> </ul>	<ul style="list-style-type: none"> <li>Retail hours</li> <li>Islandwide</li> </ul>
<b>9. HR (L&amp;D)</b>	<ul style="list-style-type: none"> <li>Coordinate and support end-to-end learning initiatives, manage training logistics, collaborate with stakeholders and vendors, develop</li> </ul>	<ul style="list-style-type: none"> <li>Bachelor's or diploma in HR, Business, Psychology, or</li> </ul>	<ul style="list-style-type: none"> <li>Office Hours</li> <li>Islandwide</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	and brand materials, track metrics, and assist with HR projects and budgeting.	related field with 3 years' experience. <ul style="list-style-type: none"> <li>• Solid grasp of L&amp;D principles, methodologies, and best practices.</li> </ul>	
<b>10. Infrastructure Engineer</b>	<ul style="list-style-type: none"> <li>• Manage and maintain network infrastructure, including switches, firewalls, and VPNs.</li> <li>• Monitor data center operations for optimal performance and security.</li> <li>• Design and implement digital infrastructure solutions.</li> <li>• Collaborate with IT teams to ensure seamless system integration.</li> <li>• Troubleshoot and resolve infrastructure issues efficiently.</li> <li>• Stay updated on industry trends and emerging technologies.</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelors degree in IT, Computer Science, or related field (Diploma with 4+ years of experience accepted).</li> <li>• Experience in servers, storage, network infrastructure, and data centers.</li> <li>• Strong knowledge of network security, protocols, and best practices.</li> <li>• Proficiency in virtualization (Hyper-V preferred) and scripting (PowerShell, Python).</li> <li>• Certifications like CCNA, MCSE, or equivalent preferred.</li> <li>• Excellent problem-solving, teamwork, and communication skills.</li> </ul>	<ul style="list-style-type: none"> <li>• 8.30am to 5.30pm</li> <li>• Finlayson Green</li> </ul>
<b>11. IT Support Engineer</b>	<ul style="list-style-type: none"> <li>• To provide on-site support for IT systems.</li> <li>• To be involved in network and desktop troubleshooting, with operation experience to ensure that the system meets the SLA.</li> <li>• To provide support on the scheduling and deployment of information to the IT systems.</li> <li>• To work with product team on any system enhancement or</li> </ul>	<ul style="list-style-type: none"> <li>• Diploma in IT or relevant discipline, with experience in desktop support and good working knowledge in Windows OS, Basic Networking.</li> <li>• Skills in network and desktop troubleshooting, with operation</li> </ul>	<ul style="list-style-type: none"> <li>• 12 hours rotating shift</li> <li>• Finlayson Green</li> </ul>



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	troubleshooting.	<p>experience to ensure that the system meets the SLA, and system and database admin experience will be an advantage.</p> <ul style="list-style-type: none"> <li>• Good technical, analytical and troubleshooting skills, with strong customer-oriented attitude and interpersonal skills.</li> <li>• Willing to travel to multiple sites and comfortable with shift schedule: 2 days work and 2 days off rotational shift (AM Shift: 8AM to 8PM; PM Shift 8PM to 8AM).</li> </ul>	
<b>12. IT Systems Support Engineer</b>	<ul style="list-style-type: none"> <li>• Provide technical support for ongoing maintenance projects.</li> <li>• Perform system administration, implementation, and troubleshooting for Windows, Linux, and Unix environments.</li> <li>• Manage and support LAN/WAN infrastructure, including routers, switches, DNS, VPN, and firewalls.</li> <li>• Ensure smooth operation of network and server systems through proactive monitoring and issue resolution.</li> </ul>	<ul style="list-style-type: none"> <li>• Diploma in Engineering (Electrical/Electronic), Computer Science, Information Technology, or a related field.</li> <li>• With 3 to 4 years of hands-on experience in server management.</li> <li>• Proficient in managing network equipment and services (LAN, WAN, Routers, Switches, DNS, VPN, Firewalls).</li> <li>• Strong troubleshooting skills and ability to work under pressure.</li> <li>• Excellent</li> </ul>	<ul style="list-style-type: none"> <li>• 8.30am to 5.50pm</li> <li>• Finlayson Green</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>communication and interpersonal skills.</p> <ul style="list-style-type: none"> <li>• Self-motivated, able to work independently with minimal supervision.</li> <li>• Willingness to participate in scheduled standby duties on a rotating basis.</li> </ul>	
<b>13. Optometrist (Healthcare)</b>	<ul style="list-style-type: none"> <li>• Perform accurate objective and/or subjective refractions for wide range of individuals, including children, adults, elderly, non-verbal individuals, and those who may have cognitive limitations.</li> <li>• To provide clinical supervision support to junior Optometrists and Ophthalmic technicians in their respective areas of work.</li> <li>• Handles difficult situations like patients' complaints and queries within the department promptly and effectively.</li> <li>• Proficient in Zeiss Forum.</li> <li>• Conduct clinical competency assessment for Optometrist, technician and administrative staff.</li> <li>• Conduct pediatrics examination and assist Ophthalmologist in the management of Myopia Control using Atropine.</li> <li>• To manage and run sub-specialties clinic.</li> <li>• Provide primary eye care service.</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor of Science in Optometry.</li> <li>• Minimum 5 years' experience in clinical field.</li> <li>• Full registration with Singapore Optometry Optician Board (OOB).</li> <li>• Possess strong leadership qualities.</li> <li>• Possess excellent communication, supervisory, negotiation, coaching and managerial skills.</li> <li>• Excellent organisational and time management skills with the ability to priorities tasks and manage projects simultaneously and meet deadlines.</li> </ul>	<ul style="list-style-type: none"> <li>• 8.30am to 5.30pm</li> <li>• Finlayson Green</li> </ul>
<b>14. Private Banking KYC Analyst</b>	<ul style="list-style-type: none"> <li>• Responsible for conducting periodic reviews for clients.</li> <li>• Perform AML/CFT review &amp; risk monitoring.</li> <li>• Perform due diligence, SOW and ensure complete and accurate</li> </ul>	<ul style="list-style-type: none"> <li>• Degree holder with at least 4-6 years of Compliance/ KYC experience in Private Banks.</li> <li>• Working knowledge in MAS</li> </ul>	<ul style="list-style-type: none"> <li>• 9am to 6pm</li> <li>• Finlayson Green</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	KYC checks. <ul style="list-style-type: none"> <li>• Monitor and perform transaction reviews within timeline.</li> <li>• Other ad hoc duties as required</li> </ul>	regulations, AML/CFT framework etc. <ul style="list-style-type: none"> <li>• Proficient in MS Office Applications.</li> <li>• Good communication and interpersonal skills.</li> <li>• Team player &amp; meticulous.</li> </ul>	
<b>15. Procurement Manager</b>	<ul style="list-style-type: none"> <li>• Plan, organize and manage the procurement process for all assigned projects, including both new units and service projects.</li> <li>• Oversee the procurement function within the firm in ensuring that all Purchase Orders (PO)/Contracts are signed in compliance to internal policies and issued in a timely manner.</li> <li>• Monitor all the items procured by the team, manage all the items are delivered in timely manner, and take necessary measures involving team members and other related parties if any risk has been found.</li> <li>• Required hands-on work to perform senior buyer duties as well.</li> <li>• During project execution, perform contract administration and expediting works, including desk and site expediting.</li> <li>• Manage/enhance the purchasing process, work with multiple vendors in arranging materials, equipment, spare parts, tools, TA dispatch, manpower supply, equipment testing, logistics for the customers</li> <li>• Negotiating with vendors, subcontractors, consultancies, logistics companies as well as the company factories in Japan for purchases/contractors and lead</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum 8 years of Procurement experience in power plants or industrial plants.</li> <li>• Min. Degree of Business Administration (MBA), Economics, or Engineering.</li> <li>• Experience of working in Sales/Engineering of industrial plants equipment.</li> <li>• Experience in managing and lead a team which is responsible to strictly keep the deadline and budget in addition to put a high priority on the quality.</li> <li>• Adept with Singapore import &amp; export control, project taxation.</li> <li>• Knowledge of power plant business, key components of the power plant and other equipment, and plant construction process.</li> </ul>	<ul style="list-style-type: none"> <li>• 9am to 6pm</li> <li>• Islandwide</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>discussion on the terms and conditions of the procurement agreement.</p> <ul style="list-style-type: none"> <li>• Work closely with Sales/Service team as well as Procurement department in HQ in collaboration on specifications and technical requirements of procurement items, schedule, and any other special requirements for accomplishing of the project.</li> <li>• Make a report to superiors and related parties about the risk, sign of problems, troubles, delays of the work, feedback or consultation from the vendors, and anything else worthwhile to share.</li> <li>• Supervise the team members and provide support, guidance, and coaching to strengthen the capability of the team.</li> <li>• Process improvements, upgrading the quality of work.</li> </ul>		
<b>16. Purchasing Officer</b>	<ul style="list-style-type: none"> <li>• Source and develop alternate potential suppliers to mitigate supply risk upon receiving the RFQ from internal customers.</li> <li>• Price/Cost reduction: minimize price increase without compromising quality and compliance.</li> <li>• To review the terms in Quotation/ Contract and negotiate the best in the interest of company.</li> <li>• Resolve the problems related to goods supply including cargo damages, shipment delay or early landed, payment issue verification with Accounting Department, within his/her levels.</li> <li>• Conduct supplier audit and supplier performance review periodically to ensure comply with rules.</li> <li>• Drafting contract fine tuning with</li> </ul>	<ul style="list-style-type: none"> <li>• Diploma or degree in relevant field.</li> <li>• 2-4 years of working experience in purchasing functions.</li> <li>• Experience in SAP will be an added advantage.</li> <li>• Experience in manufacturing industry.</li> <li>• No Experience are welcome to apply.</li> </ul>	<ul style="list-style-type: none"> <li>• Office Hours</li> <li>• Islandwide</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>supplier for Manager decision, where applicable.</p> <ul style="list-style-type: none"> <li>• Process daily PO, follow-up for confirmation, including order amendment, co-ordinate for spec./drawing change by internal customers, also ensure comply with Purchase protocol.</li> <li>• Prepare summary report, any other ad-hoc request as assigned.</li> </ul>		
<b>17. Sales Admin Executive (Electronics Division)</b>	<ul style="list-style-type: none"> <li>• Process Documentation: Prepare essential documents such as sales orders, payment verifications, delivery orders, and import/export documentation using the S's system.</li> <li>• IMS Implementation Support: Provide assistance during the implementation of the new Inventory Management System.</li> <li>• Sales Record Management: Maintain and update sales records, ensuring regular file backups.</li> <li>• Sales Team Administration: Offer comprehensive administrative support to the sales team.</li> <li>• Month-End Closing: Assist with the monthly sales closing procedures.</li> <li>• Stakeholder Coordination: Liaise effectively with customers, suppliers, and the warehouse to facilitate seamless deliveries.</li> </ul>	<ul style="list-style-type: none"> <li>• Nitec or Diploma in relevant field. More than 2 years of working experience in providing sales support functions.</li> <li>• Experience in materials trading business will be an added advantage.</li> </ul>	<ul style="list-style-type: none"> <li>• Office Hours</li> <li>• Islandwide</li> </ul>
<b>18. Scientist (Research Optical)</b>	<ul style="list-style-type: none"> <li>• To support research in quantum imaging using induced coherence.</li> <li>• Work under the direction of senior researchers to design, build, and align optical setups involving nonlinear crystals and interferometry.</li> </ul>	<ul style="list-style-type: none"> <li>• Aligning free-space optics such as interferometers</li> <li>• Modelling free-space optics using ray- s matrices.</li> <li>• Nonlinear optical processes such as spontaneous parametric down conversion, or</li> </ul>	<ul style="list-style-type: none"> <li>• 8.30am to 5.30pm</li> <li>• Finlayson Green</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		second harmonic generation. • 6 months contract	
<b>19. Senior Business Coordinator</b>	<ul style="list-style-type: none"> <li>• Timely and accurate processing &amp; coordination of shipments and its documentation to ensure smooth customs clearance for customers.</li> <li>• Strict adherence to all internal regulation to ensure all business is carried out in compliance and with integrity.</li> <li>• Timely issuance of sales/purchase contracts upon confirmation of business.</li> <li>• Timely generation of reports (monthly/ quarterly/ outstanding contracts etc.) to track business progress.</li> <li>• Communicate with suppliers, customers and internal &amp; external stakeholders to ensure smooth and efficient operations.</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum Degree.</li> <li>• 2-5 years of working experience in Shipping coordination functions.</li> <li>• Familiar with Incoterms.</li> </ul>	<ul style="list-style-type: none"> <li>• Office Hours</li> <li>• Islandwide</li> </ul>
<b>20. Senior Executive, Finance</b>	<ul style="list-style-type: none"> <li>• Provide support to clinical and operational partners in understanding their operating expenses and performance, as well as review of strategic plans.</li> <li>• Maintain an effective set of program/business financial performance reports and analysis to provide insights and drive cost controls with stakeholders.</li> <li>• Support the annual budget/forecasts, update and review with periodic operational review with stakeholders. Provide guidance/advice to partners on financial matters, policies and workflow.</li> <li>• Establish a strong understanding of healthcare financials, cost drivers and subsidy framework to provide effective analysis and recommendation to drive competitive costs (include</li> </ul>	<ul style="list-style-type: none"> <li>• Degree in Accountancy / Finance equivalent.</li> <li>• Minimum 5 years of relevant work experience, preferably in Healthcare Industry.</li> <li>• Has Financial Planning &amp; Analysis (FP&amp;A) experience, and/or Costing &amp; Pricing knowledge.</li> <li>• SAP (FI-CO) and Tom, MS Office applications and data visualization tools are added advantages.</li> </ul>	<ul style="list-style-type: none"> <li>• Office Hours</li> <li>• Islandwide</li> </ul>

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	<p>benchmarking, identification of cost saving opportunities through data and metrics, cost recovery deep dive) and guide pricing decisions.</p> <ul style="list-style-type: none"> <li>• Support new and on-going projects to enhance finance processes and controls.</li> <li>• Support and contribute to systems implementation projects (new Billing transformation system, Costing Systemization, Subsidy review changes etc) and its change management tasks.</li> <li>• Any other ad-hoc duties.</li> </ul>		
<b>21. Senior Facilities Engineer (Healthcare/ACMV)</b>	<ul style="list-style-type: none"> <li>• Reporting to the Group Facilities Management institution lead, you will oversee the AirCon Mechanical Ventilation (ACMV) and Mechanical System serving the Hospital Premises. This includes but not limited to, working closely with service partner on Preventive Maintenance, Capex Project works and all contracts, works by the Specialist vendor.</li> <li>• Responsible for the operation, maintenance, modification and replacement works of the hospital facilities, M&amp;E services and non-clinical equipment.</li> <li>• Ensuring outsourced maintenance agent performs against the prescribed KPIs in engineering services, functions and maintenance activities as well as to make building systems functional and serviceable at all times.</li> <li>• To audit and monitor the standards of maintenance services standards rendered by specialist vendors and outsourced maintenance service provider to</li> </ul>	<ul style="list-style-type: none"> <li>• Degree Holder – Minimum five (5) years of relevant experience in management of ACMV, M&amp;E services and facilities operation as well as improvement projects.</li> <li>• Diploma Holder – Minimum eight (8) years of relevant experience in management of ACMV, M&amp;E services and facilities operation as well as improvement projects.</li> <li>• Certificate in Fire Safety Manager/Officer or relevant fire safety experiences will be advantageous.</li> </ul>	<ul style="list-style-type: none"> <li>• 8.30am - 5.30pm</li> <li>• Finlayson Green</li> </ul>



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>ensure work processes are in compliance with standards that the hospital subscribes to.</p> <ul style="list-style-type: none"> <li>• To support, implement and manage as necessary in cyclical and improvement (System &amp; Building) projects by both the department and hospital.</li> <li>• Oversees the performance of outsourced maintenance M&amp;E team and ensure good maintenance standards maintained and planned PM scheduled are met.</li> <li>• Audits and monitors the performance standards of outsourced maintenance services by specialist vendors and service providers for critical systems vital to hospital operations.</li> <li>• Oversees and coordinates improvements projects to the hospital services and facilities as well as upgrading of systems and equipment components through MOH and the hospital funded initiatives.</li> <li>• To be the Project manager for improvement works to existing hospital facilities such as renovation and retrofitting, replacement of system infrastructure and improvement initiatives to existing specialised systems and hospital facilities and/or be a member of the hospital improvement team for projects or initiatives.</li> <li>• To provide advisory and support to the outsourced maintenance agent in addressing and rectifying specialised system failures and troubleshooting. This includes recommending system condemnation and replacements as needed and necessary.</li> </ul>		



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Prepares technical specifications and drawings for system improvements and draft cost estimates and work schedule for project planning and implementation</li> <li>• To provide technical support in projects undertaken by external consultants appointed by the hospital and see to the inspections and project take over/acceptance activities related to new and development projects by the hospital</li> <li>• Oversees outsourced maintenance team safety practice and work conduct and ensure good maintenance standards are implemented with respect to infection control and patients' safety needs</li> <li>• Ensure prompt service recovery for any breakdown of equipment and systems to minimize disruption to hospital service operations</li> <li>• To raise/prepare works requisition for Breakdown and replacement works</li> <li>• Assists and supports the FSM in fire and training matters.</li> <li>• Assists and supports in Security Planning and Preparedness matters</li> <li>• Enforcement of House Rules and conduct random inspection of work sites</li> <li>• To support and facilitate campus infrastructures development works as needed</li> <li>• To perform any other duties assigned by HOD</li> </ul>		

## e2i Services: 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 us at the following centres (By appointment only)

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

**Nearest MRT**  
Jurong East

**Operating Hours**  
Mondays - Fridays: 9:00am - 5:00pm  
Saturdays: 9:00am - 1:00pm (Only  
virtual career coaching available)  
Sunday & Public Holiday: Closed

**General Enquiries**  
6474 0606

**NTUC Centre**  
**One Marina Boulevard**  
1 Marina Boulevard,  
#B1-03  
Singapore 0189989

**Nearest MRT**  
Raffles Place, Downtown

**Operating Hours**  
Mondays: 2.30pm - 5:00pm  
Tuesdays - Friday: 9:00am - 5:00pm  
Saturdays: 9:00am - 1:00pm  
Sundays & Public Holidays: Closed

**General Enquiries**  
6474 0606

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## Jobs and Skills Centre

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Locations	Address	Operating Hours* (With effect from 1 September 2023)
Bishan Community Club	Level 1, Reading Room 51 Bishan Street 13, S(579799)	Mondays: Closed Tuesdays to Fridays: 10am to 5.30pm Saturdays: 10am to 2pm Sundays and Public Holidays: Closed
Ci Yuan Community Club	Level 4, Multi-Purpose Room 5, 51 Hougang Avenue 9, S(538776)	Mondays, Tuesdays, Thursdays & Fridays: 10am to 5.30pm Wednesdays: Closed Saturdays: 10am to 2pm Sundays and Public Holidays: Closed
Clementi Community Centre	Room 01-06, 220 Clementi Avenue 4, S(129880)	Mondays, Wednesdays and Fridays: 10am to 5.30pm (Virtual/Phone Coaching) Thursdays: 10am-5.30pm (Face-to-Face Coaching) Tuesdays: Closed Saturdays, Sundays and Public Holidays: Closed
The Frontier Community Club	Level 2 Room 205, 60 Jurong West Central 3, S(648346)	Mondays, Tuesdays, Thursdays & Fridays: 10am to 5.30pm Wednesdays: Closed Saturdays: 10am to 2pm Sundays and Public Holidays: Closed
Social Service Office @ Bukit Merah	3779 Jalan Bukit Merah, #01-01, S(159462)	Mondays to Fridays: 9am to 5pm Saturdays, Sundays and Public Holidays: Closed
Social Service Office @ Queenstown	40 Margaret Drive, #02-01, S(140040)	Mondays to Fridays: 9am to 5pm Saturdays, Sundays and Public Holidays: Closed

Locations	Address	Operating Hours* (With effect from 1 September 2023)
Teck Ghee Community Club	861 Ang Mo Kio Avenue 10, #02-03, S(569 734)	Mondays, Wednesdays to Fridays: 10am to 5.30pm Tuesdays: Closed Saturdays: 10am to 2pm Sundays and Public Holidays: Closed
Toa Payoh West Community Club	Level 3, Music Room 1, 200 Lorong 2 Toa Payoh, S(319642)	Mondays to Thursdays: 10am to 5.30pm Fridays: Closed Saturdays: 10am to 2pm Sundays and Public Holidays: Closed
Yew Tee Community Club	20 Choa Chu Kang St 52, #03-05, S(689286)	Mondays to Wednesdays, Fridays: 10am to 5.30pm Thursdays: Closed Saturdays: 10am to 2pm Sundays and Public Holidays: Closed

The following centres are supported by a job kiosk where you can explore career resources virtually.

Locations	Address	Operating Hours*
Clementi Community Centre <sup>KIOSK</sup>	Level 1, 220 Clementi Avenue 4, S(129880)	Mondays to Fridays: 10am to 5.30pm Saturdays: 10am to 2pm Sundays and Public Holidays: Closed
Hong Kah North Community Club <sup>KIOSK</sup>	Level 1, 30 Bukit Batok Street 31, S(659440)	
Whampoa Community Club <sup>KIOSK</sup>	Level 1, 300 Whampoa Drive, S(327737)	
Yuhua Community Club <sup>KIOSK</sup>	Level 1, 90 Boon Lay Way, S(609958)	

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## NTUC Job Security Council's Telegram Channels

Be alerted daily on the latest job vacancies from hiring companies. Subscribe to JSC Telegram channels today! If you don't have Telegram, get more info on how to download the app at <https://telegram.org/>

### Jobs Alert for PMET

e.g. Engineers, Managers,  
Executives, Technicians



Join Our Telegram

<https://www.e2i.com.sg/JSCTelegram/PMET>

### Jobs Alert for non-PMET

e.g. Temp jobs, operators,  
packers, etc



Join Our Telegram

<https://www.e2i.com.sg/JSCTelegram/Non-PMET>