

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

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

## JOB LISTING BOOKLET

Date: 24 November 2025

Time: 11am to 5pm



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 Exceltec Property Management Pte Ltd

Exceltec Property Management, incorporated in 1997, is an established property and facilities management company providing one-stop property solutions in Singapore. These solutions cater to commercial, retail and industrial sectors and include core services such as property and asset management and integrated facilities management. Over the years, our company has shot up its ranking in the SME 1000. The ranking helps in credibility building, raising visibility, benchmarking, and employee motivation. Today, Exceltec is a dynamic firm that prides itself on its customer-centric and innovative approach to problems. The Company's strong ability to constantly innovate and adapt to tackle any curve ball that comes its way has enabled it to thrive.

Job Positions	Job Description / Job Requirement	Working Hours / Location
<b>Administrative Assistant/Officer</b>	<p><b>Job Description:</b></p> <ul style="list-style-type: none"> <li>The MCST Admin Officer is responsible for providing comprehensive administrative support to the MCST Property Management team.</li> <li>This role ensures the smooth and efficient operation of administrative functions within the management office, supporting the team in delivering exceptional service to residents and stakeholders.</li> <li>The MCST Admin Officer plays a key role in maintaining accurate records, facilitating communication, and coordinating various activities that contribute to the effective management of strata-titled properties.</li> </ul> <p><b>Job Requirement:</b></p> <p><u>Education</u></p> <ul style="list-style-type: none"> <li>"N" &amp; "O" Levels/NITEC/Higher NITEC/WSQ Diploma in real estate management, business administration, or a related field.</li> </ul> <p><u>Certification</u></p> <ul style="list-style-type: none"> <li>Relevant certifications from institutions like SISV, BCA, or equivalent will have an added advantage.</li> </ul> <p><u>Experience</u></p> <ul style="list-style-type: none"> <li>Minimum one (1) year experience in property management, particularly in strata-living contexts.</li> </ul> <p><u>Legal Knowledge</u></p> <ul style="list-style-type: none"> <li>Familiarity with regulations governing MCSTs, e.g. BMSMA.</li> </ul> <p><u>Computer Literacy</u></p> <ul style="list-style-type: none"> <li>Basic competency in Microsoft Office Suite. Familiarity with property management software is a plus. Suite.</li> <li>Familiarity with property management software is a plus.</li> </ul>	<ul style="list-style-type: none"> <li>5.5 days</li> <li>9am-6pm (Mon to Fri)</li> <li>9am-1pm (Sat)</li> <li>Full time/ Permanent</li> <li>Location: 609601</li> </ul>
<b>Building Technical Officer</b>	<p><b>Job Description:</b></p> <ul style="list-style-type: none"> <li>Review and/or undertake preventive and corrective maintenance to ensure adherence to quality standards and procedures.</li> <li>Lead technical investigation in response to fault calls.</li> <li>Review documentation on procedures and schedules of maintenance works.</li> <li>Track consumable and non-consumable items.</li> <li>Review risk assessments in accordance with regulatory and organizational.</li> <li>Workplace Safety and Health (WSH) policies and Quality and Environmental Management System (EMS) standards and their practices.</li> <li>Engage in continuous improvement initiatives to improve time, cost, and quality management.</li> </ul>	<ul style="list-style-type: none"> <li>5.5 days</li> <li>9am-6pm (Mon to Fri)</li> <li>9am-1pm (Sat)</li> <li>Full time/ Permanent</li> <li>Location: 609601</li> </ul>

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	<ul style="list-style-type: none"> <li>Support the use of the latest smart facilities management trends or technologies.</li> </ul> <p><b>Job Requirement:</b></p> <ul style="list-style-type: none"> <li>Diploma; Higher NITEC or NITEC in Mechanical Engineering, Electrical Engineering, Facilities Management, or equivalent.</li> <li>Minimum 3 years' experience in related ACMV, Audio Visual, BMS, Building, Electrical, Mechanical, or equivalent work.</li> <li>General competence in the use of computers.</li> <li>Capable in English writing and reporting.</li> </ul>	
<b>Cleaning Crew</b>	<p><b>Job Description:</b></p> <ul style="list-style-type: none"> <li>General cleaning duties. Vacuuming, sweeping, and mopping floors of various types. Dusting ceilings, light fittings, countertops, and loose furniture. Scrubbing and sanitizing toilets, sinks and fixtures. Emptying waste bins. Washing and drying windows.</li> </ul> <p><b>Job Requirement:</b></p> <ul style="list-style-type: none"> <li>No formal qualification required</li> <li>Working days - Between 5 to 6 days.</li> </ul>	<ul style="list-style-type: none"> <li>5/6 days</li> <li>9am-6pm (Mon to Fri)</li> <li>9am-1pm (Sat)</li> <li>Full time/ Permanent</li> <li>Location: Various</li> </ul>
<b>Cleaning Supervisor</b>	<p><b>Job Description:</b></p> <ul style="list-style-type: none"> <li>Check equipment condition.</li> <li>Monitor the Service team. Coordinate and liaise with clients at work site.</li> <li>Facilitate effective communication and engagement at the workplace.</li> <li>Handle complaints and feedback from clients. Handle reassignment of tasks when needed.</li> <li>Identify training needs for all soft-skill staff. Inspect work done daily.</li> <li>Monitor and follow up on compliance with cleaning procedures, workplace safety and tender specifications.</li> <li>Monitor cleaning material stock level and re-order materials, if required.</li> <li>Provide help and guidance to immediate reports. Submit report, if required.</li> <li>Any other ad hoc duties as and when required.</li> </ul> <p><b>Job Requirement:</b></p> <ul style="list-style-type: none"> <li>2 years' experience in relevant industry will have an added advantage. Good communication skills, both written and spoken.</li> <li>Team players, able to work independently with minimal supervision.</li> </ul>	<ul style="list-style-type: none"> <li>5.5 days</li> <li>9am-6pm (Mon to Fri)</li> <li>9am-1pm (Sat)</li> <li>Full time/ Permanent</li> <li>Location: Various</li> </ul>
<b>Condominium / Building / Complex Manager (MCST)</b>	<p><b>Job Description:</b></p> <ul style="list-style-type: none"> <li>Maintenance and Repairs: Manage the upkeep of the building, including common areas, facilities, and landscaping, ensuring that all areas are safe and well-maintained.</li> <li>Budget Management: Prepare and manage the annual budget for building operations, including maintenance and repairs, and ensure financial efficiency.</li> <li>Stakeholder Relations: Serve as the main point of contact for stakeholders, addressing their concerns and coordinating with the MCST council on issues affecting the community.</li> </ul>	<ul style="list-style-type: none"> <li>5.5 days</li> <li>9am-6pm (Mon to Fri)</li> <li>9am-1pm (Sat)</li> <li>Full time/ Permanent</li> <li>Location: 609601</li> </ul>

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	<ul style="list-style-type: none"> <li>• Contract Management: Negotiate and oversee contracts with vendors for services such as security, cleaning, and landscaping.</li> <li>• Compliance: Ensure the building operations comply with local laws and regulations, including safety standards and building codes.</li> <li>• Emergency Management: Develop and implement emergency procedures and promptly manage and respond to emergencies.</li> <li>• Meeting Coordination: Organize and facilitate the Annual General Meeting (AGM) and monthly council meetings.</li> <li>• Prepare agendas, reports, and minutes for meetings, ensuring timely distribution and follow-up on action items.</li> </ul> <p><b>Job Requirement:</b></p> <ul style="list-style-type: none"> <li>• Education: Diploma/Degree in real estate management, business administration, or a related field.</li> <li>• Certification: Relevant certifications from institutions like SISV, BCA, or equivalent.</li> <li>• Experience: Experience in property management, particularly in strata-living contexts. Minimum five (5) years of experience.</li> <li>• Legal Knowledge: Familiarity with regulations governing MCSTs, e.g. BMSMA.</li> <li>• Computer Literacy: Competence in property management software and office applications.</li> </ul>	
<p><b>Facilities Helpdesk Coordinator</b></p>	<p><b>Job Description:</b>                      We are seeking a responsible and service oriented Facilities Helpdesk Coordinator to manage feedback, service requests, and incident reports related to building and facilities operations. This role acts as the first point of contact for users, ensuring timely coordination with the relevant teams to address and resolve issues effectively.</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> <li>• Operate the facilities helpdesk to receive, log, track, and manage all user feedback, service requests, and issues via phone, email, WhatsApp, Telegram, chatbot, or other platforms.</li> <li>• Route urgent issues such as faults, defects, breakdowns, and emergencies to the appropriate maintenance staff or contractors.</li> <li>• Provide regular updates and closure on feedback to users, ensuring clear communication on actions taken and resolution timelines.</li> </ul> <p>Manage requests and responses related to:</p> <ul style="list-style-type: none"> <li>• General services and event support Faults, complaints, and maintenance related issues.</li> <li>• Temporary service adjustments.</li> <li>• Emergency incidents and alarm monitoring.</li> <li>• Maintain accurate records of all reported issues in the Computerized.</li> <li>• Maintenance Management System (CMMS) or equivalent platforms.</li> <li>• Categorise and prioritise feedback based on service level agreements and urgency.</li> <li>• Prepare and submit monthly reports on service requests, complaints, incidents, and resolutions.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5days</li> <li>• 9am-6pm (Mon to Fri)</li> <li>• 9am-1pm (Sat)</li> <li>• Full time/ Permanent</li> <li>• Location: 609601</li> </ul>

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	<p><b>Job Requirement:</b></p> <ul style="list-style-type: none"> <li>• Prior experience in helpdesk, customer service, or facilities coordination roles is preferred.</li> <li>• Good communication and interpersonal skills, with the ability to handle inquiries professionally.</li> <li>• Able to multitask, stay organised, and manage follow-ups effectively.</li> <li>• Basic knowledge of building services or facilities operations is an advantage.</li> <li>• Familiarity with CMMS or other ticketing systems is a plus.</li> </ul>	
<p><b>Facilities Manager (IFM)</b></p>	<p><b>Job Description:</b> (Note: The duties outlined below are not exhaustive and may be subject to change as required.)</p> <ul style="list-style-type: none"> <li>• Coordinate with the Client’s representative (SO) on the rectification of defects, tracking of outstanding works by the Main Contractor, maintenance programs, and sub-contractor schedules using appropriate software and tools.</li> <li>• Ensure all outstanding work is completed satisfactorily.</li> <li>• Manage emergency repairs, ad-hoc breakdowns, troubleshooting activities, and provide technical support where necessary.</li> <li>• Act as a point of coordination between the Main Contractor, sub-contractors, and the Client. Consolidate and submit technical reports and findings to the Client and SO as required.</li> <li>• Oversee Permit-to-Work (PTW) processes and related compliance matters.</li> <li>• Manage workplace health and safety requirements, including ensuring risk assessments are submitted and adhered to by all sub-contractors.</li> <li>• Conduct inspections and spot checks to maintain compliance.</li> <li>• Oversee works management processes, including preparation of monthly progress reports, certification of completed works, and administration of variation orders.</li> <li>• Conduct regular statutory and compliance inspections (e.g., fire safety, structural inspections) and submit corresponding management reports to the Client.</li> <li>• Manage customer service matters, ensuring timely and professional resolution of feedback or complaints from tenants, users, or members of the public.</li> <li>• Support general office management activities, including maintenance of supplies, coordination of bill payments, and other administrative support as required by the Client.</li> <li>• Carry out any other tasks necessary for the smooth operations of the property or as directed by the Client SO.</li> <li>• Prepare and submit periodic reports on the status of operations in a format acceptable to the Client SO.</li> <li>• Represent the Client in managing tenant-related matters professionally and efficiently.</li> <li>• Ensure the smooth day-to-day operation of all facilities management services.</li> </ul> <p><b>Job Requirement:</b></p> <ul style="list-style-type: none"> <li>• Minimum 5 years of relevant experience in a similar capacity, preferably in managing properties of similar scale and nature.</li> <li>• Experience in the takeover of at least two (2) new developments in the past five (5) years.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 days</li> <li>• 9am-6pm (Mon to Fri)</li> <li>• 9am-1pm (Sat)</li> <li>• Full time/ Permanent</li> <li>• Location: 609601</li> </ul>

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	<ul style="list-style-type: none"> <li>At least three (3) years of experience providing integrated facilities management services to Government Procurement Entities (GPEs) is preferred.</li> </ul>	
<p><b>Facilities Officer</b></p>	<p><b>Job Description:</b> The duties of the Facility Officer shall include but not limited to the following:</p> <ul style="list-style-type: none"> <li>Working in a team to manage daily work.</li> <li>Involve in inspection of horticultural works, upgrading building projects and building maintenance issues.</li> <li>Liaising with contractors and attending to improvement works and feedback from the customers.</li> <li>In addition, you are required to participate in various meetings with the customers and assist the Account Managers in management reporting as required by the customers.</li> <li>Perform routine daily inspections around the building and surrounding areas to check for building defects, safety issues and non-compliance of building regulation.</li> <li>Plan and schedule preventive maintenance and identify improvement works.</li> <li>Supervise the contractor’s work.</li> <li>Update maintenance records and stock inventory in the system.</li> <li>Attend to tenants’ requests, feedback and complaints.</li> <li>Monitor tenancy fit out and building improvement works.</li> <li>Response/Operate the fire alarm system.</li> <li>Oversee the operations for cleaning services, security system, landscaping, pest control and carpark operations.</li> <li>Any other duties as assigned.</li> </ul> <p><b>Job Requirement:</b></p> <ul style="list-style-type: none"> <li>Min Nitec in Electrical/Mechanical Engineering with 1 year experience.</li> </ul>	<ul style="list-style-type: none"> <li>5.5 days</li> <li>9am-6pm (Mon to Fri)</li> <li>9am-1pm (Sat)</li> <li>Full time/ Permanent</li> <li>Location: 609601</li> </ul>
<p><b>Junior AV &amp; Event Technical Officer</b></p>	<p><b>Job Description:</b> We are looking for a motivated and hands on Junior AV &amp; Event Officer to support the setup, operation, and maintenance of audiovisual (AV) systems for events, meetings, and campus activities. This is an excellent opportunity for someone early in their career to gain practical experience in AV technology and event logistics.</p> <p>Key Responsibilities</p> <ul style="list-style-type: none"> <li>Assist in setting up AV equipment for events, meetings, and training sessions.</li> <li>Operate basic AV systems including microphones, projectors, and video conferencing tools.</li> <li>Support preventive maintenance and basic troubleshooting of AV equipment.</li> <li>Help manage AV inventory and ensure equipment is stored and handled properly.</li> <li>Provide on-site support during live events and assist with logistics.</li> <li>Work closely with senior AV officers and vendors to ensure smooth event execution.</li> </ul>	<ul style="list-style-type: none"> <li>5.5 days</li> <li>9am-6pm (Mon to Fri)</li> <li>9am-1pm (Sat)</li> <li>Full time/ Permanent</li> <li>Location: 609601</li> </ul>

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	<p><b>Job Requirement:</b></p> <ul style="list-style-type: none"> <li>• NITEC, Higher NITEC, or Diploma in AV Technology, IT, or related fields.</li> <li>• 1–2 years of experience in AV/event support preferred (internships or part-time roles count).</li> <li>• Basic understanding of AV systems and willingness to learn.</li> <li>• Good communication and teamwork skills.</li> <li>• Physically fit and able to work flexible hours, including weekends and evenings.</li> </ul>	
<p><b>Property &amp; Workplace Safety Executive</b></p>	<p><b>Job Description:</b>                      We are seeking a proactive and detail-oriented Property &amp; Workplace Safety Executive to join our growing team in the facilities management sector. In this role, you will play a key part in maintaining a safe and compliant environment across multiple properties, working closely with internal teams and external contractors. If you're passionate about workplace safety and have experience in site-based environments, we'd love to hear from you.</p> <p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Conduct regular site inspections, safety audits, and risk assessments.</li> <li>• Monitor compliance with Workplace Safety and Health (WSH) regulations and company policies.</li> <li>• Support the implementation of safety programs, permit-to-work systems, and emergency response plans.</li> <li>• Lead toolbox talks, site safety inductions, and awareness briefings.</li> <li>• Investigate incidents and near-misses; recommend and follow up on corrective actions.</li> <li>• Maintain accurate safety records and prepare reports for management and regulatory bodies.</li> <li>• Liaise with authorities (e.g., MOM, SCDF) and ensure proper documentation is in place.</li> <li>• Promote a strong safety culture among employees, vendors, and stakeholders.</li> </ul> <p><b>Job Requirement:</b></p> <ul style="list-style-type: none"> <li>• Diploma in Workplace Safety &amp; Health, Facilities Management, Engineering, or related discipline.</li> <li>• WSQ Advanced Certificate in Workplace Safety and Health (Level B) preferred.</li> <li>• Minimum 2 years of relevant experience, ideally in facilities management, building maintenance, or construction.</li> <li>• Sound knowledge of WSH regulations and safety practices in Singapore.</li> <li>• Strong interpersonal and communication skills.</li> <li>• <b>Able to work in a rotating shift pattern (excluding night shifts), including weekends and public holidays if needed.</b></li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 days</li> <li>• 9am-6pm (Mon to Fri)</li> <li>• 9am-1pm (Sat)</li> <li>• Full time/ Permanent Location: 609601</li> </ul>

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<b>Property Executive (IFM)</b>	<p><b><u>Job Description:</u></b></p> <ul style="list-style-type: none"> <li>• Supervise and ensure that all types of routines and ad-hoc repair works undertaken by the term contractors are carried out according to the Contract.</li> <li>• Oversees preventive and corrective maintenance works in regard to cleaning, pest control, security, fire protection system, security system, plumbing &amp; sanitary system, building works, etc.</li> <li>• Liaise and coordinate with Contractors to ensure that timely maintenance works are done.</li> <li>• Compile all term contract service reports.</li> <li>• Attend to all complaints / feedback, incidents and crisis situations and submit incident report.</li> <li>• Offer firsthand solutions to Facilities Manager on breakdown / complaints. Inspect site areas and report all defects and non-compliances to the Management.</li> <li>• Update the Client on any disruptions, feedback, fitting-out and maintenance work conducted on site.</li> <li>• Prepare cost estimates for ad-hoc maintenance, reinstatement and improvement work and work completion form/job sheet once work is completed for billing purposes.</li> <li>• Ensure all statutory licenses and permits are renewed timely (e.g. fire cert, annual water tank cleaning, periodic structural inspection, periodic façade inspection, etc.).</li> <li>• Prepare the monthly presentation slides and management report. To undertake other work assignments which the Management may assign.</li> </ul> <p><b><u>Job Requirement:</u></b></p> <ul style="list-style-type: none"> <li>• Minimum Diploma in Building, Facilities or Engineering minimum 3 years of related working experience.</li> <li>• Knowledge of facilities operations &amp; maintenance. Team Player and willing to learn.</li> <li>• Effective communications with stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 days</li> <li>• 9am-6pm (Mon to Fri)</li> <li>• 9am-1pm (Sat)</li> <li>• Full time/ Permanent Location: 609601</li> </ul>
<b>Property Executive (MCST)</b>	<p><b><u>Job Description:</u></b></p> <p>The Building/Property Executive oversees and enhances the management of residential or commercial properties governed by a strata title.</p> <p>These responsibilities are crucial for the efficient management and operation of the properties under the MCST, contributing to a positive living or working environments for all residents and owners.</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> <li>• Strategic Management: Overseeing, developing, and implementing property management strategies to enhance asset value.</li> <li>• Operational Leadership: Leading the property management team, including Property Officers and other staff, in day-to-day operations.</li> <li>• Stakeholder Relations: Building and maintaining relationships with key stakeholders, including property owners, tenants, and service providers.</li> <li>• Financial Oversight: Managing budgets, financial planning, and reporting for the property.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 days</li> <li>• 9am-6pm (Mon to Fri)</li> <li>• 9am-1pm (Sat)</li> <li>• Full time/ Permanent Location: 609601</li> </ul>

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	<ul style="list-style-type: none"> <li>• Contract Administration: Overseeing the negotiation and management of contracts with external vendors. Compliance and Risk Management:</li> <li>• Ensuring all property operations comply with local regulations and standards and managing risks associated with property management.</li> <li>• Ad hoc duties may be required on an as-needed basis.</li> </ul> <p><b>Job Requirement:</b></p> <ul style="list-style-type: none"> <li>• Education: Diploma/WSQ Diploma in real estate management, business administration, or a related field.</li> <li>• Certification: Relevant certifications from institutions like SISV, BCA, or equivalent.</li> <li>• Experience: Experience in property management, particularly in strata-living contexts.</li> <li>• Legal Knowledge: Familiarity with regulations governing MCSTs, e.g. BMSMA.</li> <li>• Computer Literacy: Competence in property management software and office applications.</li> </ul>	
<p><b>Property Officer (MCST)</b></p>	<p><b>Job Description:</b>                      The Property Officer's focus is on ensuring the smooth operation of the property, improving resident satisfaction, and maintaining property value.                      These responsibilities are crucial for the efficient management and operation of the properties under the MCST, contributing to a positive living or working environments for all residents and owners.                      Key Responsibilities:</p> <ul style="list-style-type: none"> <li>• Maintenance and Upkeep: Ensuring regular maintenance and repair of communal facilities.</li> <li>• Financial Management: Assisting in budget preparation, managing expenditure, and overseeing service charge collections.</li> <li>• Regulatory Compliance: Ensuring the property complies with local building codes, safety regulations, and environmental laws.</li> <li>• Communication and Coordination: Acting as a liaison between the Management Corporation, residents, and other stakeholders.</li> <li>• Contract Management: Negotiating and managing contracts with various service providers.</li> <li>• Record Keeping: Maintaining accurate records of all management activities, including financial transactions and maintenance logs.</li> <li>• Emergency Response: Coordinating with emergency services and implementing procedures during emergencies.</li> <li>• Ad hoc duties may be required on an as-needed basis.</li> </ul> <p><b>Job Requirement:</b></p> <ul style="list-style-type: none"> <li>• Education: Diploma/WSQ Diploma in real estate management, business administration, or a related field.</li> <li>• Certification: Relevant certifications from institutions like SISV, BCA, or equivalent.</li> <li>• Experience: Experience in property management, particularly in strata-living contexts.</li> <li>• Legal Knowledge: Familiarity with regulations governing MCSTs, e.g. BMSMA.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 days</li> <li>• 9am-6pm (Mon to Fri)</li> <li>• 9am-1pm (Sat)</li> <li>• Full time/ Permanent</li> <li>• Location: 609601</li> </ul>

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	<ul style="list-style-type: none"> <li>Computer Literacy: Competence in property management software and office applications.</li> </ul>	
<b>Property/Facilities Executive (FM)</b>	<p><b>Job Description:</b> The duties of the Property Executive shall include but not limited to the following:</p> <ul style="list-style-type: none"> <li>Supervise workers on maintenance matters, service facilities, conservancy work and others.</li> <li>Manage the day-to-day permit to work system.</li> <li>Manage emergency and ad-hoc repairs, breakdowns, and troubleshooting.</li> <li>Provide technical support and attendance where necessary and act as an authorised person.</li> <li>Manage and act as the coordination point between the Main Contractor and the client.</li> <li>Manage customer service-related issues, ensure proper response and action items with customers (any tenants or members of public) are closed in a timely and professional manner.</li> <li>Co-ordinate, manage and monitor all corrective and preventive maintenance programmes.</li> <li>Attend to complaints and feedback from tenants.</li> <li>Investigate and report tenancy infringements by tenants.</li> <li>Assist in all surveys required by the client.</li> <li>Attend to any other matter as assigned from time to time.</li> </ul> <p><b>Job Requirement:</b></p> <ul style="list-style-type: none"> <li>Minimum Diploma in Building or Facilities disciplines from a recognized tertiary establishment (with M&amp;E background is preferred).</li> <li>At least 3 years of relevant working experience.</li> </ul>	<ul style="list-style-type: none"> <li>5.5 days</li> <li>9am-6pm (Mon to Fri)</li> <li>9am-1pm (Sat)</li> <li>Full time/ Permanent</li> <li>Location: 609601</li> </ul>
<b>Quantity Surveyor</b>	<p><b>Job Description:</b></p> <ul style="list-style-type: none"> <li>Responsible for quantity take-off and cost estimation.</li> <li>Preparation of tender submission with specific deadline</li> <li>Source, negotiate and award of contracts to vendors.</li> <li>Responsible for material order processing and cost control</li> <li>Evaluate and process vendors claims.</li> <li>Prepare progress claims for submission in a timely manner.</li> <li>Finalise project accounts with clients and vendors.</li> <li>Any other duties as assigned by Contracts Director / Manager.</li> <li>Experience in pre &amp; post contract administration.</li> <li>Prepare cost submission / pricing / quantity take off / cost evaluation.</li> <li>Be meticulous, analytical with excellent problem-solving skills, proactive, a good team player &amp; able to meet tight deadlines.</li> <li>Able to carry out procurement and cost management processes.</li> <li>Source for subcontractors and suppliers.</li> </ul> <p><b>Job Requirement:</b></p> <ul style="list-style-type: none"> <li>Degree / Diploma in Building / Quantity Surveying, at least 3 years of working experience in building/ quantity surveying experience.</li> <li>Pro-active attitude.</li> </ul>	<ul style="list-style-type: none"> <li>5.5 days</li> <li>9am-6pm (Mon to Fri)</li> <li>9am-1pm (Sat)</li> <li>Full time/ Permanent</li> <li>Location: 609601</li> </ul>

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Job Positions	Job Description / Job Requirement	Working Hours / Location
<p><b>Senior Facilities Manager (IFM)</b></p>	<p><b><u>Job Description:</u></b>                      We are looking for a highly experienced and proactive Senior Facilities Manager to lead and oversee all aspects of facilities management operations. This role involves managing a team, coordinating with client representatives and contractors, ensuring regulatory compliance, and driving service excellence across assigned properties. The ideal candidate will bring strong leadership, technical knowledge, and stakeholder management skills to ensure smooth daily operations and long-term asset performance.</p> <ul style="list-style-type: none"> <li>• Lead and manage all facilities management functions, including maintenance, inspections, safety, and tenant services.</li> <li>• Liaise with client representatives on outstanding works, defect rectification, and maintenance schedules using appropriate software/tools.</li> <li>• Supervise emergency repairs, breakdowns, and provide technical guidance to teams and subcontractors.</li> <li>• Oversee Permit-to-Work (PTW) processes and ensure compliance with statutory and workplace safety regulations.</li> <li>• Conduct regular statutory and compliance inspections (e.g., fire safety, structural) and ensure timely submission of reports.</li> <li>• Manage workplace health and safety, including review of risk assessments and conducting spot checks.</li> <li>• Oversee operational reporting, including monthly progress reports, certification of completed works, and variation orders.</li> <li>• Handle complex customer service and tenant-related issues professionally and efficiently.</li> <li>• Support contract administration and operational budgeting as required.</li> <li>• Guide junior staff and contractors to maintain high service delivery standards.</li> <li>• Represent the client in key discussions and manage high-level operational decisions.</li> </ul> <p><b><u>Job Requirement:</u></b></p> <ul style="list-style-type: none"> <li>• Minimum 5 years of experience in a senior facilities management role, with proven experience managing large-scale properties.</li> <li>• Valid Fire Safety Manager (FSM) certification with at least 3 years of FSM experience (if required).</li> <li>• Experience in the successful handover of at least two new developments in the last 5 years.</li> <li>• At least 3 years of experience providing integrated facilities management services to Government Procurement Entities (GPEs) is preferred.</li> <li>• Strong leadership, communication, and stakeholder management skills.</li> <li>• Proficient in FM software and reporting tools.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 days</li> <li>• 9am-6pm (Mon to Fri)</li> <li>• 9am-1pm (Sat)</li> <li>• Full time/ Permanent</li> <li>• Location: 609601</li> </ul>

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Job Positions	Job Description / Job Requirement	Working Hours / Location
<p><b>Supervisor/Senior Supervisor (M&amp;E)</b></p>	<p><b>Job Description:</b></p> <ul style="list-style-type: none"> <li>• Perform preventive and corrective maintenance works according to quality standards and procedures.</li> <li>• Conduct technical investigations in response to faulty calls.</li> <li>• Provide summary reports on preventive and corrective maintenance works Comply with regulatory and organizational.</li> <li>• Workplace Safety and Health (WSH) policies and practices.</li> <li>• Report accidents, near misses and incidents in accordance with WSH reporting practices.</li> <li>• Ensure compliance with Quality and Environmental Management System (QEMS) standards and practices, Environmental Sustainability regulations and organisational requirements.</li> <li>• Engage in continuous improvement initiatives to improve time, cost and quality management.</li> <li>• Support the use of the latest smart facilities management trends or technologies.</li> </ul> <p><b>Job Requirement:</b></p> <ul style="list-style-type: none"> <li>• Higher NITEC or NITEC in Mechanical Engineering, Facilities Management, or equivalent.</li> <li>• Minimum 3 years of related experience.</li> <li>• General competence in the use of computers.</li> <li>• Capable of English writing and reporting.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 days</li> <li>• 9am-6pm (Mon to Fri)</li> <li>• 9am-1pm (Sat)</li> <li>• Full time/ Permanent</li> <li>• Location: 609601</li> </ul>
<p><b>Team Manager (MCST)</b></p>	<p><b>Job Description:</b> The Property/Team Manager (HQ)   Senior Manager   Associate Director is pivotal in ensuring the strata-titled property's smooth operation and financial health. This role demands proactive leadership in managing daily operations, strategic planning, and delivering business results that enhance property value and owner satisfaction.</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> <li>• Leadership and Team Management: Lead and develop a high-performance property management team, setting clear objectives that align with business goals. Foster a collaborative environment that encourages innovation and efficiency.</li> <li>• Operations Management: Ensure operational excellence across all aspects of property management, including maintenance, security, and vendor contracts. Drive initiatives that enhance property functionality and resident satisfaction.</li> <li>• Financial Management and Business Results: Develop and rigorously manage the property's budget, optimizing costs, and maximizing financial performance. Deliver financial targets, report on financial outcomes, and adjust strategies to meet financial goals.</li> <li>• Stakeholders Relations: Build strong relationships with stakeholders, enhancing community engagement and addressing issues that impact satisfaction and retention. Ensure high service standards are maintained, directly influencing stakeholders' reviews and reputation management.</li> <li>• Compliance and Regulatory Adherence: Ensure all property activities comply with relevant laws and regulations,</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 days</li> <li>• 9am-6pm (Mon to Fri)</li> <li>• 9am-1pm (Sat)</li> <li>• Full time/ Permanent</li> <li>• Location: 609601</li> </ul>

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Job Positions	Job Description / Job Requirement	Working Hours / Location
	<p>mitigating risks and avoiding potential liabilities. Maintain readiness for audits and ensure compliance with all documentation practices.</p> <ul style="list-style-type: none"> <li>• Strategic Planning and Execution: Work with the MCST council to develop long-term strategies that improve property valuation and operational efficiency. Lead sustainability initiatives to position the property as eco-friendly and cost-efficient.</li> <li>• Meeting Coordination: Organize and facilitate the Annual General Meeting (AGM) and monthly council meetings. Prepare agendas, reports, and minutes for meetings, ensuring timely distribution and follow-up on action items.</li> <li>• Ad hoc duties may be required on an as-needed basis.</li> </ul> <p><b>Job Requirement:</b></p> <ul style="list-style-type: none"> <li>• Education: Bachelor’s degree in Property Management, Real Estate, Business Administration, or related field. Certification: Relevant certifications from institutions like SISV, BCA, or equivalent.</li> <li>• Experience: Experience in property management, particularly in strata-living contexts. Minimum six (6) – eight (8) years of experience with demonstrable success in a leadership role.</li> <li>• Computer Literacy: Proficiency in property management software and office productivity tools.</li> </ul>	
<p><b>Technical Officer (FM)</b></p>	<p><b>Job Description:</b></p> <ul style="list-style-type: none"> <li>• Oversee and coordinate builders work, including minor A&amp;A, structural repairs, and general building maintenance.</li> <li>• Supervise term contractors and ensure quality and timely completion of work.</li> <li>• Conduct regular site inspections and manage defect rectification.</li> <li>• Liaise with vendors and stakeholders for permits, approvals, and work scheduling.</li> <li>• Support procurement processes including cost estimation and purchase requisitions.</li> <li>• Maintain accurate records of work progress, reports, and compliance documentation.</li> <li>• Support the use of the latest smart facilities management trends or technologies.</li> </ul> <p><b>Job Requirement:</b></p> <ul style="list-style-type: none"> <li>• Minimum 2 years of relevant experience in facilities or building maintenance, with a focus on builders work.</li> <li>• Diploma or NITEC in Building Services, Facilities Management, or related field.</li> <li>• Familiarity with local building codes, safety regulations, and permit-to-work systems.</li> <li>• Strong coordination and communication skills.</li> <li>• Able to work independently and as part of a team.</li> </ul> <p><b>Preferred Qualifications</b></p> <ul style="list-style-type: none"> <li>• Experience in managing term contractors and supervising in-house technicians.</li> <li>• Exposure to multi-disciplinary facilities operations is a plus.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 days</li> <li>• 9am-6pm (Mon to Fri)</li> <li>• 9am-1pm (Sat)</li> <li>• Full time/ Permanent</li> <li>• Location: 609601</li> </ul>

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Job Positions	Job Description / Job Requirement	Working Hours / Location
<p><b>Technician (Roving)</b></p>	<p><b>Job Description:</b></p> <ul style="list-style-type: none"> <li>• Execute effective and careful evaluation in response to maintenance needs for assigned properties and facilities on locations.</li> <li>• Maintain and ensure efficient operation of properties/facilities.</li> <li>• Responsible for routine preventive and emergency maintenance, repairs, and upkeep of facility.</li> <li>• Excellent Customer Service and good communication skills. Site-to-Site Travel required.</li> </ul> <p>Key Responsibilities –</p> <ul style="list-style-type: none"> <li>• Maintenance and Repairs - Perform routine tasks on HVAC, electrical, plumbing, and mechanical systems. Troubleshoot and diagnose equipment and system issues, including appliances where applicable. Execute repairs and replacements while adhering to safety standards</li> <li>• Preventive Maintenance - Develop and implement comprehensive maintenance schedules. Conduct regular equipment inspections and address potential issues.</li> <li>• Equipment Operation - Monitor critical systems like HVAC, fire detection, and security Respond promptly to alarms and alerts for safety.</li> <li>• Documentation - Maintain accurate records of maintenance activities and logs Create detailed reports on completed tasks.</li> <li>• Vendor Management - Coordinate with external service providers and evaluate their work.</li> <li>• Emergency Response - Maintain accurate records of maintenance activities and logs On-call coverage for emergencies after office hours, weekends, and holidays.</li> <li>• Energy Efficiency - Identify opportunities for energy-saving initiatives</li> <li>8. Health and Safety - Adhere to safety guidelines and report hazards promptly.</li> </ul> <p><b>Job Requirement:</b></p> <ul style="list-style-type: none"> <li>• Min. Higher Nitec or Diploma in Facilities Management related</li> <li>Prior experience in the facilities maintenance field with a minimum of 2 or more years’ related job experience with basic carpentry, electrical, plumbing and overseeing capital improvement projects.</li> <li>• Valid Driving License, own reliable vehicle preferred.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 days</li> <li>• 8:30am-6pm (Mon to Fri)</li> <li>• 8:30am-1pm (Sat)</li> <li>• Full time/ Permanent</li> <li>• Location: 609601</li> </ul>
<p><b>Technician/Senior Technician (Electrical/M&amp;E)</b></p>	<p><b>Job Description:</b></p> <ul style="list-style-type: none"> <li>• Perform preventive and corrective maintenance works according to quality standards and procedures.</li> <li>• Conduct technical investigations in response to fault calls.</li> <li>• Provide summary reports on preventive and corrective maintenance works Comply with regulatory and organisational Workplace Safety and Health (WSH) policies.</li> <li>• Ensure compliance with Quality and Environmental Sustainability regulatory and organisational requirements.</li> <li>• Engage in continuous improvement initiatives to improve time, cost and quality management.</li> <li>• Support the use of the latest smart facilities management trends or technologies.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 days</li> <li>• 9am-6pm (Mon to Fri)</li> <li>• 9am-1pm (Sat)</li> <li>• Full time/ Permanent</li> <li>• Location: 609601</li> </ul>

Job Positions	Job Description / Job Requirement	Working Hours / Location
	<p><b><u>Job Requirement:</u></b></p> <ul style="list-style-type: none"><li>• Higher NITEC or NITEC in Mechanical Engineering, Electrical Engineering, Facilities Management, or equivalent.</li><li>• Min 2-3 years of related experience. General competency in the use of computer; and Capable in English writing and reporting.</li></ul>	

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## #2 ISS Facility Services Pte Ltd

ISS, a leading workplace experience and facility management company, provides placemaking solutions that contribute to better business performance and makes life easier, more productive and enjoyable – delivered to high standards by people who care. ISS believes that people make places and places make people. From strategy through to operations, ISS partners with over 60,000 customers in 30+ countries to deliver places that work, think and give and is served by more than 400,000 employees who connect people and places every single day. It is headquartered in Copenhagen, Denmark.

Job Positions	Job Description / Job Requirement	Working Hours / Location
<b>ACMV Engineer</b>	<p><b><u>Job Description:</u></b></p> <ul style="list-style-type: none"> <li>• Responsible for mechanical services, system operations and maintenance program not limited to systems such as Chillers, AHUs, FCUs, MV, Cooling Towers, Autotube etc.</li> <li>• Ensure all work is carried out safely and in accordance with safety work procedures.</li> <li>• Ensure all systems are statutory compliance.</li> <li>• Provide support and advice to technical officers and technicians on ACMV system activities.</li> <li>• Review, update and maintain ACMV system drawings, etc.</li> <li>• Manage and guide a team of Technical Officer and technicians in attending to breakdown calls.</li> <li>• Investigate and determine root cause of faults and report</li> <li>• Carry out Engineering analysis on poor performing equipment.</li> <li>• Prepare and submit Incident Report in a timely manner.</li> <li>• Review the performance of Technical Officers and Technicians.</li> <li>• Develop working schedule / duty roster of the Technical Officer and Technicians.</li> <li>• Responsible for implementing preventive and corrective maintenance program in accordance with the standards, all corporate policies and legislated regulations</li> <li>• Conduct regular inspection of existing mechanical system and its serviceability status.</li> <li>• Review service reports and escalate any finding or action that is required</li> <li>• Assist in the Development, maintenance and the regular review and test of SOP/EOP.</li> <li>• Participate with the client on site walkabout as and when required.</li> <li>• Advice and lead the technical investigation / troubleshooting for rectification works and improvement plans to enhance the system's operating efficiency.</li> <li>• Provide training to technician /technical officers, and technicians as and when necessary.</li> <li>• To carry out or perform tasks / activities as instructed by Manager from time to time.</li> </ul> <p><b><u>Job Requirement:</u></b></p> <ul style="list-style-type: none"> <li>• Degree in Mechanical Engineering with minimum 3 years relevant experience.</li> <li>• Pro-active, ability to prioritize work and achieve desired result.</li> <li>• Independent, able to work with minimum supervision and have a good understanding of critical workflow.</li> <li>• This role is required to be based on site at the customer's premises.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 days</li> <li>• 44 hours</li> <li>• Full Time / Permanent</li> <li>• Location: 119074</li> </ul>

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Job Positions	Job Description / Job Requirement	Working Hours / Location
<b>Administrative Executive</b>	<p><b><u>Job Description:</u></b></p> <ul style="list-style-type: none"> <li>• To provide administrative support in issuing of Purchase Order and keep track and filing of all documents pertaining to the managing of day to day operations of Singapore General Hospital as outsourced facility management service provider in the specific area to take a fresh look at the hospital facilities and provide best practices in engineering maintenance so as to achieve a safer environment for patients, staff and visitors</li> <li>• To manage the site store, inclusive of providing administrative support in administering of stock drawn out and routine replenishment. To keep track of stocks running in low level and put up for replenishment.</li> <li>• To manage the customers and end users' relationship and meet customer and end user's expectations with reference to the KPI and service level agreement spelt out in the contract.</li> <li>• Strategize, plan and implement all business process and procedure aligning with the operational requirements of the Singapore General Hospital.</li> <li>• To support the Areas and Central Operations Managers in obtaining quotations from sub-contractor and process purchase orders for all repair works with all sub-contractors to perform repair works to maintain the facilities within the constant improving expectations of the client.</li> </ul> <p><b><u>Job Requirement:</u></b></p> <ul style="list-style-type: none"> <li>• Minimum Diploma in Engineering (Electronic, Electrical, Mechanical, Civil, Building Services Estates Management), GCE 'A' Level</li> <li>• Minimum three (3) years working experience.</li> <li>• Comfortable working in the healthcare environment.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 days</li> <li>• 44 hours</li> <li>• Full Time / Permanent</li> <li>• Location: 169608</li> </ul>
<b>Ambulance Driver</b>	<p><b><u>Job Description:</u></b></p> <ul style="list-style-type: none"> <li>• Drive SGH Ambulance or Van as per task assigned. Always drive safely. Ensures the comfort and safety of all patients and staff.</li> <li>• Assist staff in transferring patient by stretcher, ensure proper transfer and lifting techniques are practiced during patient transfer.</li> <li>• Transport items - Document / Equipment / Preservatives / Blood / Specimen within SGH or outside the campus.</li> <li>• Standby at A&amp;E for any Code Blue activation or patient transfer to other hospital.</li> <li>• Responds to hospital or Civil Emergency (CE) activations</li> <li>• Ensures that fuel in the ambulance is sufficient for daily operations and the cleanliness of the interior/ exterior of the ambulance is maintained.</li> </ul> <p><b><u>Job Requirement:</u></b></p> <ul style="list-style-type: none"> <li>• Able to communicate with English speaking user/ customer.</li> <li>• Possess Class 3 driving licence.</li> <li>• Training will be provided.</li> <li>• Able to work on rotating Day &amp; Night shift as per roster.</li> <li>• Able to work on rest day when needed though not frequent.</li> <li>• Will be required to work over-time.</li> </ul>	<ul style="list-style-type: none"> <li>• 6 days</li> <li>• 44 hours</li> <li>• Full Time / Permanent</li> <li>• Location169608</li> </ul>

Job Positions	Job Description / Job Requirement	Working Hours / Location
<b>Assistant Facility Manager</b>	<p><b><u>Job Description:</u></b></p> <ul style="list-style-type: none"> <li>• Drive and ensure compliance with legislation &amp; Health &amp; Safety practices and procedures in accordance with the site requirements and company's values.</li> <li>• Attend to Client &amp; Service Partners meetings.</li> <li>• Ensure SLA Delivery</li> <li>• Control of client's procedures, and drive operational efficiency and effectiveness</li> <li>• Review plan and system performance and alert client on areas of concern.</li> <li>• Establish buildings inspections and regular site audits to ensure compliance to contracts.</li> <li>• Management of suppliers in the delivery of subcontracted services.</li> <li>• People management of the engineering technicians, engineers and managers at site.</li> <li>• Management of local site facilities maintenance budget and ensure company's profitability.</li> <li>• Conform to internal reporting procedures for timesheets, expenses and other processes as required.</li> <li>• Familiar with Profit and Loss will be advantageous</li> <li>• Undertake strategic teams' development and progression plan to achieve higher competency and service delivery.</li> <li>• Undertake responsibility during incident and emergency incidents of building(s) assigned or on rotating assignment of Duty Manager.</li> <li>• Undertake responsibility &amp; management to the team's alignment with the overall client's expectations and contractual requirements, including achieving KPIs and support the operations in general maintenance and customer support.</li> <li>• Undertake responsibility &amp; management to the team's coordination and/or fix-it tasks within the framework of the allocated resources.</li> <li>• Undertake responsibility &amp; management to the team's resources available to meet daily operational requirements.</li> <li>• Undertake responsibility &amp; management to the team's identification of competency gaps in the team members and to train staffs accordingly.</li> <li>• Undertake responsibility &amp; management to the team's organisational and operational requirements in all maintenance works, operations, fault reporting, QEHS, fire safety management, crisis management and ad-hoc issues.</li> <li>• Manage and foster positive working relationships with key stakeholders in the customer organisation.</li> <li>• Undertake any other responsibility or attend to any duties as assigned by Facilities Manager.</li> </ul> <p><b><u>Job Requirement:</u></b></p> <ul style="list-style-type: none"> <li>• Degree in Mechanical, Electrical Engineering or Facilities Management discipline with minimum 5 years' experience in facilities maintenance, including 2 years in healthcare.</li> <li>• Hold a detailed understanding of building procedures and infrastructure.</li> <li>• Proven experience of having a flexible approach and the ability to work under pressure.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 days</li> <li>• 44 hours</li> <li>• Full Time / Permanent</li> <li>• Location: 119074</li> </ul>

Job Positions	Job Description / Job Requirement	Working Hours / Location
	<ul style="list-style-type: none"> <li>• A working appreciation of contracts and contract management.</li> <li>• Track record of leading, motivating and developing teams.</li> <li>• Understanding related trades in ACMV, Mechanical, Electrical, Building and BASCO/FRC .</li> <li>• Basic knowledge of space planning and utilisation would be good to have.</li> <li>• Good stakeholder management and able to engage with Senior Management confidently.</li> <li>• Able to commit to 5.5 days work week with possibility of staggered rest days implemented due to operational requirements.</li> <li>• Able to adapt in working in a hospital setting and adhering to hospital PPE requirements.</li> <li>• Able to attend in the event whereby the breakdown requires after office hours and/or weekends.</li> <li>• Possess certification of Fire Safety Manager (SCDF) will be advantageous.</li> </ul>	
<b>Building Technician</b>	<p><b><u>Job Description:</u></b></p> <ul style="list-style-type: none"> <li>• Preparing the list of works, materials, tools, machineries, and other things to be used.</li> <li>• Planning of works for the task given.</li> <li>• Conduct inspection before and after work.</li> <li>• Able to communicate with the User.</li> <li>• Communicate closely to Supervisors by updating the works such as before, progress, and after or completion of works on site.</li> <li>• To attend and assist in firefighting, major breakdown such as pipe burst, ceiling collapse, leaking, choke, etc., when there is an outbreak.</li> <li>• Routine servicing, repairs and replacement of spares, consumable materials, items and components to all systems and equipment to ensure that they are operational.</li> <li>• Knowledge in repairing of door accessories and hardware, painting works, carpentry.</li> <li>• Hands-on support to Building operations.</li> <li>• Responsible for any ad hoc duties tasked by direct Supervisor or Management.</li> <li>• Carry out preventive and corrective maintenance of the designated Building premises.</li> <li>• Documentation of scheduled routine findings and rectification.</li> <li>• Attend to all work orders issued by the operations and management</li> <li>• Knowledgeable in repairing plumbing, sanitary fitting &amp; fixtures.</li> <li>• Daily routine inspection on building premise, Building fixtures and fittings etc.</li> <li>• To handle &amp; manage external Specialist contractors awarded jobs on-site.</li> </ul> <p><b><u>Job Requirement:</u></b></p> <ul style="list-style-type: none"> <li>• Educational qualifications with either of the following:</li> <li>• Higher NITEC (or equivalent) in relevant FM discipline, with minimum 3 years relevant experience; or</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 days</li> <li>• 44 hours</li> <li>• Full Time / Permanent</li> <li>• Location: 168582/768828</li> </ul>

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Job Positions	Job Description / Job Requirement	Working Hours / Location
	<ul style="list-style-type: none"> <li>• NITEC (or equivalent) in relevant FM discipline, with minimum 5 years relevant experience; or</li> <li>• Minimum SEC (Skill Evaluation Certification) of relevant FM discipline accredited by BCA, with minimum 5 years relevant experience; or Minimum 10 years of experience.</li> <li>• Able to work in hospital setting</li> <li>• Able to commit to 5.5 work week with staggered rest days implemented due to operational requirements</li> <li>• Able to work Overtime as and when operational requirements or work urgency entails.</li> </ul>	
<p><b>Cleaner</b></p>	<p><b><u>Job Description:</u></b></p> <ul style="list-style-type: none"> <li>• Perform work assignments in a team with other employees.</li> <li>• Maintain clean work area.</li> <li>• Take directions and respond immediate to supervisor or when duty phone rings.</li> <li>• Communicated with lead, supervisor, co-workers, managers and customers in a professional manners.</li> <li>• Support shift lead and supervisor in completing punch- list items.</li> <li>• Use proper personal protective equipment.</li> <li>• Present a professional appearance and conduct.</li> <li>• Consistently follow all customer and SBM SOP's and procedures.</li> <li>• Maintenance issue reporting and shut-down cleaning.</li> <li>• Complete daily cleaning logs accurately and completely.</li> <li>• Complete all basic training modules and annual qualifications trainings per customer Standard Operating Procedures.</li> <li>• Complete all safety certifications including chemical safety.</li> </ul> <p><b><u>Job Requirement:</u></b></p> <ul style="list-style-type: none"> <li>• Comfortable with wearing PPE (mask, apron and gloves) - If required</li> <li>• Comfortable with washing toilet.</li> </ul>	<ul style="list-style-type: none"> <li>• 6 days</li> <li>• 44 hours</li> <li>• Full Time / Permanent</li> <li>• Location: Various</li> </ul>
<p><b>Electrical Technician</b></p>	<p><b><u>Job Description:</u></b></p> <ul style="list-style-type: none"> <li>• Able to perform hands-on and perform retrofitting works, A&amp;A works, maintenance works for both minor and major works in electrical works.</li> <li>• Perform preventive and corrective maintenance for building facilities and service systems.</li> <li>• Conduct routine checks, including building components and elements.</li> <li>• Able to troubleshoot maintenance issues.</li> <li>• To liaise with the suppliers and/or subcontractors.</li> <li>• Able to solve problems with groundwork, giving cost-effective and practical proposals, and recommendations for those works beyond repairs</li> <li>• Diagnosing electrical faults in power distribution systems, lighting, and other electrical equipment.</li> <li>• Replacing faulty components, wiring, and equipment.</li> <li>• Repairing damaged or malfunctioning electrical systems.</li> <li>• Rewiring, fixing, and upgrading electrical equipment.</li> <li>• Providing support for various projects and tasks related to electrical maintenance, such as ensuring timely project delivery and quality checks.</li> </ul>	<ul style="list-style-type: none"> <li>• 6 days</li> <li>• 44 hours</li> <li>• Full Time / Permanent</li> <li>• Location: 168582</li> </ul>

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Job Positions	Job Description / Job Requirement	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Identifying and resolving issues with electrical equipment and systems.</li> <li>• Conducting routine inspections of equipment and systems to identify potential issues.</li> <li>• Performing repairs and replacements of damaged or malfunctioning equipment.</li> <li>• Participating in emergency response procedures and addressing equipment failures</li> <li>• Any other duty assigned by your supervisor/ engineer/ Manager.</li> </ul> <p><b>Job Requirement:</b></p> <ul style="list-style-type: none"> <li>• The technician shall have at least 1 to 2 years of experience.</li> <li>• The technician shall have a minimum NITEC or higher NITEC or equivalent.</li> <li>• The technician is expected to be able to work independently.</li> <li>• The candidate is expected to be stationed on site during his work shift.</li> <li>• Familiarity with retrofitting, A&amp;A works, and building maintenance practices and safety procedures is preferred.</li> <li>• Organized, neat, tidy, well-groomed, and have good interpersonal skills.</li> <li>• Pro-active and able to work with minimal supervision and perform under pressure.</li> <li>• Boom lift, scissiors lift, rope access, confined space, welding cert, scaffold cert or any other work-related license or cert and trained in relevant working experience will be an added advantage.</li> </ul>	
<p><b>Emergency Medical Technician</b></p>	<p><b>Job Description:</b></p> <ul style="list-style-type: none"> <li>• Move SGH patients between facilities on SGH campus, ambulance service does not cater to members of public.</li> <li>• Provide cardiopulmonary resuscitation (CPR) or bandaging wounds.</li> <li>• Ensure the medical equipment &amp; supplies are valid and functional for daily operations.</li> <li>• Assist nurses or doctors in EAS.</li> <li>• Maintain a safe, clean, and well-stocked environment for patients.</li> </ul> <p><b>Job Requirement:</b></p> <ul style="list-style-type: none"> <li>• Valid EMERGENCY MEDICAL TECHNICIAN (EMT) certification is compulsory*</li> <li>• Training will be provided.</li> <li>• Good Communication &amp; Interpersonal skills.</li> <li>• Will be required to work over-time.</li> </ul>	<ul style="list-style-type: none"> <li>• 6 days</li> <li>• 44 hours</li> <li>• Full Time / Permanent</li> <li>• Location: 169608</li> </ul>
<p><b>Facility Manager</b></p>	<p><b>Job Description:</b></p> <ul style="list-style-type: none"> <li>• To lead and manage day-to-day operations, ensuring that the hospital facilities provide best practice in engineering maintenance to achieve a safer environment for all patients, staff and visitors.</li> <li>• To manage all specialist sub-contractors to ensure compliance in terms of KPI, response time, frequency, quality and completeness of maintenance</li> <li>• To manage the team in areas, central operation and respective support departments to carry out daily back-end</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 days</li> <li>• 44 hours</li> <li>• Full Time / Permanent</li> <li>• Location: 169608</li> </ul>

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Job Positions	Job Description / Job Requirement	Working Hours / Location
	<p>engineering maintenance work, ensuring excellency and consistency in operational support according to the design intents of various mechanical, electrical, medical and specialist systems.</p> <ul style="list-style-type: none"> <li>• Work closely with Manager, area and central operations and the team to meet end user requirement in the M&amp;E system and its distribution. Support in manage customers and end user relationship with reference to the KPI and service level agreement.</li> <li>• Strategize, plan, and implement all business process and procedures that align with the operation requirements of the hospital.</li> <li>• Seek opportunity to improve and enhance the work structure, in terms of the working hours, the shift detailing and the support of the team to support the hospital operations.</li> <li>• To be responsible for the response to the voices of customer/end users, process, employee, finance and sub-con/specialist and monitor, accessing the performance with balanced score card.</li> <li>• To manage and monitor the operational costs and expenses against budget.</li> <li>• To work closely with clients to identify areas of opportunities to improve the facilities and all engineering system and generate additional revenue by securing additional work</li> <li>• Work with the area operations to address fix IT programs and support in terms of system deliverables.</li> </ul> <p><b>Job Requirement:</b></p> <ul style="list-style-type: none"> <li>• Degree in Engineering (Electronic, Electrical, Mechanical, Civil, Building Services Estates Management) with minimum eight (8) years of experience in the healthcare industry.</li> <li>• Strong organizational and multitasking skills in project management and facilities management.</li> <li>• An ability to manage and lead a team effectively and excellent communication skills to engage with customers, service providers, and internal teams.</li> <li>• Proficient in Microsoft Office and facilities management software.</li> </ul>	
<p><b>General Technician</b></p>	<p><b>Job Description:</b></p> <ul style="list-style-type: none"> <li>• Carry out repairs and troubleshooting of back-end engineering maintenance works and ensuring excellency and consistency in operational supports within the workplace according to the design intents of the various mechanical, electrical, medical and specialist systems.</li> <li>• To be responsible for all deliverables required in the agreement with Singapore General Hospital.</li> <li>• To align with the overall client’s expectation and contractual requirements and support the operations of the hospital, especially in the front-end engineering. To execute all fix, it and programmed maintenance within the framework of the allocated resources.</li> <li>• Managing all minor repairs and fix it work.</li> <li>• Work closely with other service providers in the hospital to be part of the team to create a safe and sound environment for the patients, staff and visitors, especially ISS House Keeping and Portering team to demonstrate the strength and</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 days</li> <li>• 44 hours</li> <li>• Full Time /Permanent</li> <li>• Location: 169608</li> </ul>

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Job Positions	Job Description / Job Requirement	Working Hours / Location
	<p>capability of ISS’s integrated service model to be productive, efficient and effective.</p> <ul style="list-style-type: none"> <li>• Manage relationship with all specialists sub-con and contractors appointed by the hospital to achieve the required KPI, client’s expectations and deliverables.</li> </ul> <p><b>Job Requirement:</b></p> <ul style="list-style-type: none"> <li>• Minimum Nitec / NTC2 / NTC3 in Engineering (Electronic, Electrical, Mechanical Management) with minimum of one (1) year working experience</li> <li>• Willing to learn attitude.</li> <li>• Able to work on rotating shifts and/or 5.5 days work week.</li> <li>• Able to work overtime due to operational requirements</li> <li>• Willing to work in hospital environment</li> </ul>	
<p><b>High Touch Cleaner</b></p>	<p><b>Job Description:</b></p> <ul style="list-style-type: none"> <li>• Perform frequent cleaning and disinfection of high-contact surfaces such as lift buttons, handrails, door handles, and seating areas.</li> <li>• Ensure hygiene standards are maintained throughout public areas</li> <li>• Follow infection control procedures strictly.</li> <li>• Sanitization high footfall areas.</li> </ul> <p><b>Job Requirement:</b></p> <ul style="list-style-type: none"> <li>• Comfortable with standing.</li> <li>• Comfortable with wearing PPE (mask, apron and gloves).</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 days</li> <li>• 44 hours</li> <li>• Full Time /Permanent</li> <li>• Location: Various</li> </ul>
<p><b>Mechanical Technician</b></p>	<p><b>Job Description:</b></p> <ul style="list-style-type: none"> <li>• Able to perform hands-on and perform retrofitting works, A&amp;A works, and maintenance works for both minor and major works in mechanical works.</li> <li>• Perform preventive and corrective maintenance for building facilities and service systems.</li> <li>• Conduct routine checks including building components and elements.</li> <li>• Able to troubleshoot maintenance issues.</li> <li>• To liaise with the suppliers and/or subcontractors.</li> <li>• Able to solve problems with groundwork, giving cost-effective and practical proposals, and recommendations for those works beyond repairs</li> <li>• Providing support for various projects and tasks related to mechanical work, such as ensuring timely project delivery and quality checks.</li> <li>• Identifying and resolving issues with mechanical equipment and systems.</li> <li>• Conducting routine inspections of equipment and systems to identify potential issues.</li> <li>• Performing repairs and replacements of damaged or malfunctioning equipment.</li> <li>• Participating in emergency response procedures and addressing equipment failures.</li> <li>• Any other duty as assigned by your supervisor/ engineer/ manager.</li> </ul> <p><b>Job Requirement:</b></p> <ul style="list-style-type: none"> <li>• At least 1 to 2 years of experience with minimally NITEC or higher NITEC or equivalent and able to work independently.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 days / week</li> <li>• Full time/ Permanent</li> <li>• Location: 169608</li> </ul>

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Job Positions	Job Description / Job Requirement	Working Hours / Location
	<ul style="list-style-type: none"> <li>The candidate is expected to be stationed on site during his work shift.</li> <li>Familiarity with retrofitting, A&amp;A works, and building maintenance practices and safety procedures is preferred.</li> <li>Organized, neat, tidy, well-groomed and have good interpersonal skills.</li> <li>Pro-active and able to work with minimal supervision and perform under pressure.</li> <li>Boom lift, scissors lift, rope access, confined space, welding cert, scaffold cert or any other work-related license or cert and trained in relevant working experience will be an added advantage.</li> </ul>	
<p><b>Porter</b></p>	<p><b><u>Job Description:</u></b></p> <ul style="list-style-type: none"> <li>Perform portering services for patients to and from the wards/ specialist clinics/ departments/ external centres in a safe and professional manner.</li> <li>Deliver and collect medical/patient records, specimens, medications or any other items within a hospital environment.</li> <li>Comply with quality service, safety and health requirements of ISS and customers.</li> <li>Build strong relationships with stakeholders and anticipate their needs.</li> <li>Implement productivity related initiatives.</li> </ul> <p><b><u>Job Requirement:</u></b></p> <ul style="list-style-type: none"> <li>Minimum "O" Levels / ITE Cert.</li> <li>*Afternoon shift available.</li> <li>Basic IT knowledge is required to handle e-system, computer, smartphones.</li> <li>Able to handle difficult customer.</li> <li>Candidates who have prior similar experience will be considered for the Senior Patient Transfer Porter role.</li> </ul>	<ul style="list-style-type: none"> <li>5.5 or 6 days</li> <li>44 hours</li> <li>Full Time/ Permanent</li> <li>Location: 169608</li> </ul>
<p><b>Portering operation supervisor</b></p>	<p><b><u>Job Description:</u></b></p> <ul style="list-style-type: none"> <li>Projects a professional image at all times.</li> <li>Delivers quality portering services to patients and staff in the hospital.</li> <li>Provides portering services which include but not limited to patients, medical records, specimen, equipment, medication and blood products to and from the wards/ specialist clinics/ departments/ external centres in a safe and professional manner.</li> <li>Assists in the reception of patients by provision of wheelchairs/trolleys and their transfer from ambulance and to ensure proper transfer and lifting techniques are practiced when transferring patients.</li> <li>Maintains proper filling system for purpose of submission of daily tasks.</li> <li>Leads a team of porters and ensures supervision, grooming, motivation, discipline, and training to the team.</li> <li>Conducts training, provides guidance and coach staff to raise competency level.</li> <li>Disseminate information where necessary and provides feedback to supervisor on cases of interest.</li> </ul>	<ul style="list-style-type: none"> <li>6 days</li> <li>44 hours</li> <li>Full Time/ Permanent</li> <li>Location: 169608</li> </ul>

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Job Positions	Job Description / Job Requirement	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Engages users on a periodic basis, updates supervisors on their concerns and addresses them.</li> <li>• Attends to inquiries from internal staff / external persons immediately and gives appropriate advice if applicable.</li> <li>• Manning telephone hotlines, receives requests from users via e-porter system and assigns tasks to staff.</li> <li>• Reports any faults in the e-porter system and furnish suggestions to improve system performance.</li> <li>• Ensures that the equipments / mobile devices are in good working conditions at all times and report any defects.</li> <li>• Prepares and maintains daily roster, daily attendance, and periodic reports.</li> <li>• Collects and consolidates all medical certificate submission, leave application forms, and ensures that all documents are in order prior to submission.</li> <li>• Ensures tidiness and cleanliness of workplace and / or shared areas of work with other staff.</li> <li>• Monitors all Health, Safety &amp; Environmental procedures and practices, reports incidents to supervisor immediately whenever an incident happens, conducts investigation on such matters, and drafts incident report.</li> <li>• Responds to hospital or civil emergency activations (eg. call tree, hospital decontamination station, Kingfisher activation, etc) while on duty or/and off duty (standby).</li> <li>• Undertakes any other duties/ activities/ projects, etc. as and when instructed by the supervisor or management.</li> </ul> <p><b><u>Job Requirement:</u></b></p> <ul style="list-style-type: none"> <li>• Candidate should possess at least an ITE Cert, Diploma, any field.</li> <li>• At least 1 year(s) of working experience in the related field is required for this position. Without experience are welcome to apply.</li> <li>• Training will be provided.</li> <li>• Basic IT knowledge is required to handle e-system, computer, smartphones.</li> <li>• Willing to work in Hospital environment.</li> <li>• Preferably Non-Executives specializing in General Work (Housekeeper, Driver, Dispatch, Messenger, etc), or Healthcare (Medical Support, Assistant or equivalent).</li> <li>• Follow roster for the off day and rest day.</li> <li>• Able to work overtime (only when required).</li> </ul>	
<p><b>Safety Officer</b></p>	<p><b><u>Job Description:</u></b></p> <ul style="list-style-type: none"> <li>• To formulate Fire Emergency Plans and procedures of the Hospital. To ensure that plans and procedures are updated.</li> <li>• To organize Fire Safety Committee, implement fire safety rules and regulations as required of the Singapore Fire Safety Bureau. To ensure compliance of fire safety rules and regulations.</li> <li>• To develop programs to train hospital staff in basic firefighting and rescuing. To meet the target set on performance indicators.</li> <li>• To train staff on the use of basic firefighting equipment. To train schedule meet. To co-ordinate, record and conduct fire drills as required by Singapore Fire Safety Bureau.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 days</li> <li>• 44 hours</li> <li>• Full Time/ Permanent</li> <li>• Location: 169608</li> </ul>

Job Positions	Job Description / Job Requirement	Working Hours / Location
	<ul style="list-style-type: none"> <li>• To conduct regular inspection, identify, record and take immediate action to rectify potential fire hazards within the Hospital. To inspect dateline meet.</li> <li>• To ensure all fire emergency systems are in working condition and meet the requirements of the Singapore Fire Safety Bureau.</li> <li>• To meet maintenance work schedule.</li> <li>• To liaise with Contractor(s) on the maintenance of all firefighting equipment and to ensure maintenance are carried out and record to meet the rules and regulations of Singapore Fire Safety Bureau.</li> <li>• To conduct scheduled maintenance inspection.</li> <li>• To liaise with other Ministries on Fire Safety matters and to promote the awareness of fire safety.</li> <li>• To co-ordinate with FSSD on fire matters.</li> <li>• Create awareness programme.</li> </ul> <p><b>Job Requirement:</b></p> <ul style="list-style-type: none"> <li>• Degree/Diploma in Engineering (Electronic, Electrical, Mechanical, Civil, Building Services Estates Management) with minimum three (3) year's experience in supervision works.</li> <li>• Minimum of ten (10) years working experience.</li> <li>• Fire Safety Manager Certificate with the Singapore Civil Defence Force.</li> <li>• Must be matured and self-motivated.</li> </ul>	
<p><b>Service Ambassador</b></p>	<p><b>Job Description:</b></p> <ul style="list-style-type: none"> <li>• Deliver exceptional customer service and a transformational service experience across various stages.</li> <li>• Provide consistent, accurate, and timely responses to enquiries.</li> <li>• Handle and resolve service enquiries with professionalism, empathy and efficiency.</li> <li>• Process and track service requests, ensuring timely follow-up and closure.</li> <li>• Manage customer feedback and complaints in accordance with established protocols.</li> <li>• Execute effective service recovery actions to address concerns and restore service trust when required.</li> <li>• Maintain accurate and up-to-date records of all service interactions in.</li> <li>• Collaborate with internal teams and departments to ensure smooth communication and resolution of service issues.</li> <li>• Uphold organizational standards and service quality benchmarks in all interactions.</li> </ul> <p><b>Job Requirement:</b></p> <ul style="list-style-type: none"> <li>• Qualifications in Hospitality, Communications, related field.</li> <li>• Prior experience in customer service or front-line roles preferred.</li> <li>• Strong communication, interpersonal and problem-solving skills.</li> <li>• Ability to manage challenging situations with empathy, tact, and professionalism.</li> <li>• Detail-oriented with strong organizational and follow-up skills.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 or 6 days</li> <li>• 44 hours</li> <li>• Full Time/ Permanent</li> <li>• Location: 168583</li> </ul>

Job Positions	Job Description / Job Requirement	Working Hours / Location
<b>Service Assurance Officer</b>	<p><b><u>Job Description:</u></b></p> <ul style="list-style-type: none"> <li>• Conduct daily quality inspections and service audits to ensure excellence in service delivery.</li> <li>• Monitor and enforce site compliance with established SOPs and service standards.</li> <li>• Provide regular operational updates to the Assistant Resident Managers.</li> <li>• Operate cleaning equipment and robotic systems, oversee on-site operations, and respond promptly to service-related issues.</li> </ul> <p><b><u>Job Requirement:</u></b></p> <ul style="list-style-type: none"> <li>• Willingness to work on a rotating shift schedule.</li> <li>• Strong team player with a collaborative mindset.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 or 6 days</li> <li>• 44 hours</li> <li>• Full Time/ Permanent</li> <li>• Location: Changi Airport T3</li> </ul>

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### #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>

## 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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