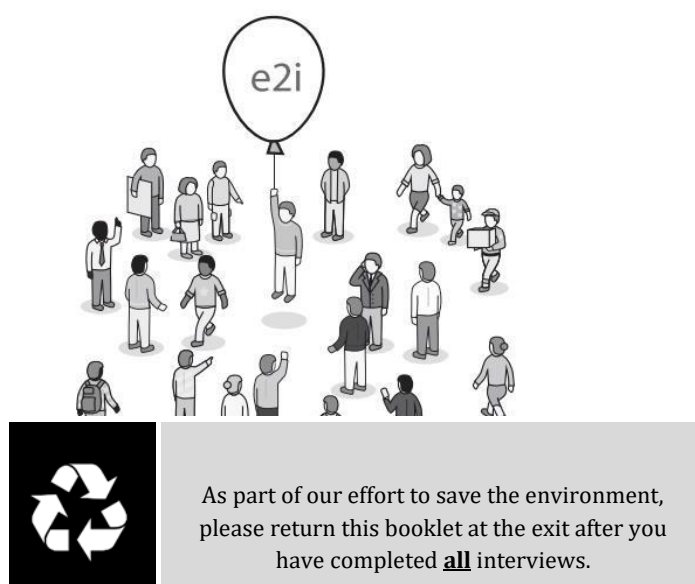


e2i Jobs & Skills Roadshow@ Heartland Malls

29 Aug 2024

JOB LISTING BOOKLET
[NTUC LHUB@Northpoint City:
ISS Facility Services]



About e2i (Employment and Employability Institute)

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

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#1 ISS Facility Services

ISS is a leading workplace experience and facility management company which provides placemaking solutions that contributes to better business performance and makes life easier, more productive and enjoyable – deliverable to a high standards by people who care.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Cleaning crew	<ul style="list-style-type: none"> May be required to work on shifts, weekends & PH 	<ul style="list-style-type: none"> General cleaning with or without toilet cleaning Sanitizing and clearing of rubbish Cleaning of compound 	<ul style="list-style-type: none"> 44 hours/Shift Harbourfront
Cleaning Supervisor	<ul style="list-style-type: none"> Min. GCE "O" Level & Above At least 2-3 years of relevant experiences in related industry will be an added advantage Good organisational skills and meticulous with details Team player with high degree of initiative and able to work independently Good interpersonal with the ability to communicate well at all levels 	<ul style="list-style-type: none"> Conduct daily inspections and take immediate corrective measures to improve below standard performance. Provide adequate training and coach staff to meet the required contractual standards. Perform cleaning duties in assigned areas and cover manpower whenever required (eg. staff on leave/MC/absent). Manage team and does task assigned by Manager 	<ul style="list-style-type: none"> 44 hours/Shift Work Harbourfront
Patient Transfer Porter	<ul style="list-style-type: none"> Minimum "O" Levels / ITE Cert Day and Night shift available Basic IT knowledge is required to handle e-system, computer, smartphones. Able to handle difficult customers. Candidates who have prior similar experience will be considered for the Senior Patient Transfer Porter role 	<ul style="list-style-type: none"> Perform portering services for patients to and from the wards/ specialist clinics/ departments/ external centres in a safe and professional manner. Deliver and collect medical/patient records, specimens, medications or any other items within a hospital environment. Comply with quality service, safety and health requirements of ISS and customers. Build strong relationships with stakeholders and anticipate their needs. Implement productivity related initiatives 	<ul style="list-style-type: none"> 44 hours/Shift Work Harbourfront

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Technician	<ul style="list-style-type: none"> Educational qualifications with either of the following: Higher NITEC (or equivalent) in relevant FM discipline, with minimum 3 years relevant experience; or NITEC (or equivalent) in relevant FM discipline, with minimum 5 years relevant experience; or Minimum SEC (Skill Evaluation Certification) of relevant FM discipline accredited by BCA, with minimum 5 years relevant experience; or Minimum 10 years of experience working in healthcare environment. 	<ul style="list-style-type: none"> Carry out preventive and corrective maintenance of the designated Building premises. To attend and assisting in firefighting, major breakdown such as pipe burst, ceiling collapse, leaking, choke, etc., when there is an outbreak. Knowledge in repairing of door accessories and hardware, painting works, carpentry 	<ul style="list-style-type: none"> 44 hours/Shift Work Harbourfront
Building Engineer	<ul style="list-style-type: none"> Degree in Civil Engineering / FM discipline with minimum 3 years experience; or Diploma in Civil Engineering / FM discipline with minimum 5 years of relevant experience. Preferably minimum 2-3 years of working experience in a facility management environment. 	<ul style="list-style-type: none"> Responsible for building services such as Civil, Structural, infrastructure works Inspection of Building Structures, earth retaining structures, civil/structural elements, slope, handrails Provide support and advice to technical officer and technicians on Building Services 	<ul style="list-style-type: none"> 44 hours/Shift Work Harbourfront

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Mechanical Engineer	<ul style="list-style-type: none"> Minimum Diploma/Degree in Mechanical/Building engineering related field. Minimum 3-5 years of relevant experience. Pro-active, ability to prioritize work and achieve desired result. Independent, able to work with minimum supervision and have a good understanding of critical workflow. Able to commit 5.5 days' work week with staggered rest days implemented due to operational requirements 	<ul style="list-style-type: none"> Responsible for mechanical services, system operations and maintenance program not limited to systems such as Lifts, Escalator, Fire Alarm System, Autodoors, Pumps, Plumbing, wheelchair, macerator, patient bed. Provide support and advice to Technicians on mechanical system related activities. Advice and lead the technical investigation/troubleshooting for rectifications works 	<ul style="list-style-type: none"> Office hours Harbourfront
AV Technician	<ul style="list-style-type: none"> Experience in the operation of complex AV events and liaising with requestors on setup etc. Experience in the post-production of video/audio content using current video editing software 	<ul style="list-style-type: none"> Responsible for the running of in-house events and the day to day operation of AV technology. Plan, operate and manage event and AV operations workflow procedures including a preventive maintenance programme. 	<ul style="list-style-type: none"> Office hours but must willing to work after office hours and weekends on event days North Buona Vista Drive
Mobile Receptionist cum Tea Lady	<ul style="list-style-type: none"> Willing to work at different site locations as and when required to cover colleagues. Professional and presentable individual. Service-oriented with excellent verbal and written communication skills. Able work independently and multitask. 	<ul style="list-style-type: none"> Provide administrative duties at Reception. Handle phone calls and walk-in queries including taking down messages. Meeting room booking and management. Prepare and serve drinks/ beverages to management, visitors. 	<ul style="list-style-type: none"> Office hours No fix location

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Receptionist	<ul style="list-style-type: none"> • Minimum education Nitec. • Proficient in English communication skills (spoken and written). • Computer literate with good knowledge of Microsoft Office suite (Outlook/Word/Excel/Powerpoint/Teams) 	<ul style="list-style-type: none"> • Attend to guest enquiries via phone calls, in person, email (eg. directions, WiFi password etc). • Ensure beverages are offered to guests in waiting area, clear used utensils and dispose of waste after guest has left. • Coordinate meeting room booking requests via phone calls or email. • Manage all incoming/outgoing mails and parcels. • Manage visitor arrival and issuance/return of office security access cards for authorized visitors. 	<ul style="list-style-type: none"> • Office hours • Harbourfront

#2 e2i services

e2i Services

- Career Coaching & Job Matching
- SkillsFuture Advice

NTUC Job Security Council's Telegram Channels

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

- Subscribe to **PMET Jobs-Alert**
(e.g. Analysts, Engineers, Executives, Technicians, etc)
<https://bit.ly/jsc-ja-pmet>
- Subscribe to **Non-PMET Jobs-Alert**
(e.g. Temporary, part-time jobs, operators, packer roles)
<https://bit.ly/jsc-ja-nonpmet>



Check out our e-Resources for Jobs & Skills

Explore this site to get this information:

- Career Resource kit for Professionals
 - Career Assessment Tool
 - e2i Resume Builder
 - Career Fairs
- and many more.

<https://e2i.sg/crp-yellow?r=qr>



Find out the benefits you will enjoy as a NTUC Union Member. Sign up today!



<https://ntuc.co/4cxkqt4?r=qr>



Concerned about your Job Security in this period?

In this critical period, we wish to help all workers to tighten their job security. 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.sg/cg-cp123?r=qr>



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

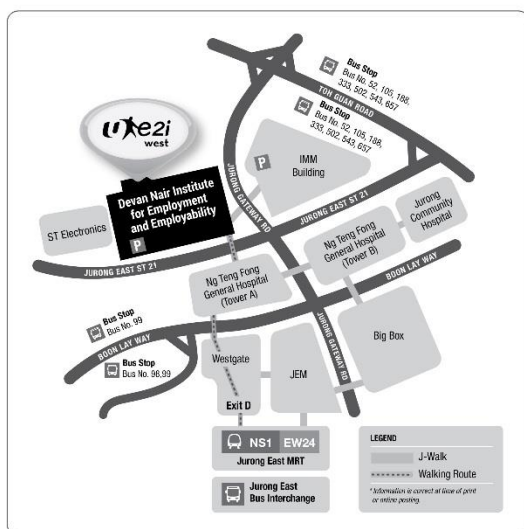


e2i west

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



Find us at these other locations.



<https://e2i.sg/locjw2?r=qr>

Operating Hours: Monday till Friday: 9am to 5pm
Saturday: 9am to 1pm
Sunday & Public Holiday: Closed