

# e2i Built Environment & IFM Job Fair @Boon Keng MRT

## JOB LISTING BOOKLET

Date: 28<sup>th</sup> & 29<sup>th</sup> October 2024

Time: 10am to 4pm



### About e2i (Employment and Employability Institute)

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

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**#1 Weishen Industrial Services Pte Ltd**

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Cleaners	<p><b><u>Job Description:</u></b></p> <ul style="list-style-type: none"><li>• Perform cleaning on the premises as directed by supervisor.</li><li>• Maintain cleanliness of assigned areas.</li><li>• Wash and maintain the cleanliness of the surroundings and toilets.</li><li>• Any other duties as assigned.</li></ul> <p><b><u>Job Requirement:</u></b></p> <ul style="list-style-type: none"><li>• Physically fit.</li><li>• Training Provided.</li></ul>	<ul style="list-style-type: none"><li>• 4 days /Shift work</li><li>• Full Time/ Permanent</li><li>• Location: 534119</li></ul>

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## #2 OneStop Security Platform Pte Ltd

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

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
<b>Business Development Executive</b>	<p><b><u>Job Description:</u></b></p> <ul style="list-style-type: none"> <li>Actively seek out new sales opportunities.</li> <li>Maintain and build good rapport new / existing customer relationships.</li> <li>Prepare appropriate presentations to potential customers.</li> <li>Market partnership initiatives bridging partner interest to reach mutually beneficial partnership agreements.</li> <li>Constantly improve the processes of partnership acquisition, selling, development, implementation and retention.</li> <li>Respond to incoming email and phone call on sales enquiries.</li> <li>Assist on additional job-related tasks as assigned by direct superiors.</li> </ul> <p><b><u>Job Requirement:</u></b></p> <ul style="list-style-type: none"> <li>Minimum GCE 'O' level or equivalent.</li> <li>Valid driver's license required.</li> <li>Previous experience in a sales role, particularly within the facilities management industry, is preferred.</li> <li>Creative multitasker with outstanding time management abilities, proficient in working both independently and collaboratively.</li> <li>Preferably able to speak in English and Mandarin as need to liaise with Mandarin speaking customers.</li> </ul>	<ul style="list-style-type: none"> <li>5.5 days</li> <li>8am - 5pm (Mon to Fri) 8am to 12pm (Sat)</li> <li>Full Time/ Permanent</li> <li>Location: 600135</li> </ul>
<b>Property Executive</b>	<p><b><u>Job Description:</u></b></p> <ul style="list-style-type: none"> <li>Managing the daily operations of the property or assisting the Property Manager in a site team.</li> <li>Manage all Sub-Contractors, supervise &amp; coordinate Facility Management activities and ensure all works adhere to legal regulations.</li> <li>Preparation of monthly and incident reports pertaining to the site(s).</li> <li>Ensure smooth operations on site(s).</li> <li>Manage ad-hoc project(s).</li> <li>Facilitate incident investigation whenever necessary.</li> </ul> <p><b><u>Job Requirement:</u></b></p> <ul style="list-style-type: none"> <li>Must be willing to work in a condominium / residential environment.</li> <li>Diploma/Degree in Property/Estate/Facilities Management/Engineering or equivalent.</li> <li>Experience in / Exposure to work in MCST environment.</li> <li>Knowledge in building works and facilities management.</li> <li>Knowledge of and conversant in the Building Maintenance &amp; Strata Management Act.</li> <li>Possess good communication skills in liaising with both internal and external stakeholders.</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>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
<b>Technician (Building / Estate)</b>	<p><b><u>Job Description:</u></b></p> <ul style="list-style-type: none"> <li>• Conduct regular checks and inspections on the grounds and report on irregularities found to ensure proper operation of the building.</li> <li>• Carry out servicing, repairs and modification works such as replacing light bulbs, water taps and handyman services.</li> <li>• Carry out preventive and adhoc maintenance work.</li> <li>• To perform other job related and ad hoc duties as assigned.</li> </ul> <p><b><u>Job Requirement:</u></b></p> <ul style="list-style-type: none"> <li>• NITEC in Engineering or Building Services discipline or</li> <li>• Relevant trade training, WSQ certificates and experience will be considered.</li> <li>• Preferably with at least 3 years of relevant work experience.</li> <li>• Must be a team player as and when necessary.</li> <li>• May be expected to work after normal working hours if necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• 6 days</li> <li>• Rotating shift</li> <li>• Full Time/ Permanent</li> <li>• Location: City Hall</li> </ul>
<b>Dormitory Security Guard (SO / SSO)</b>	<p><b><u>Job Description:</u></b></p> <ul style="list-style-type: none"> <li>• Monitor and patrol the dormitory premises to deter and detect security threats or breaches.</li> <li>• Control access to the building, including verifying the identity of residents and visitors, and issuing visitor passes as required.</li> <li>• Conduct bag check at random time of the day, to ensure that residents comply with established policies and procedures.</li> <li>• Conduct routine inspections of the dormitory's security systems, including surveillance cameras, alarms, and locks, and report any malfunctions or security concerns.</li> <li>• Maintain detailed logs and incident reports of daily activities, security breaches, and any unusual occurrences.</li> <li>• Provide a visible security presence to promote a sense of safety among residents and staff.</li> <li>• Assist on additional job-related tasks as assigned by direct superiors.</li> </ul> <p><b><u>Job Requirement:</u></b></p> <ul style="list-style-type: none"> <li>• Must be Medical Fit for Employment.</li> <li>• Must have a valid PLRD Licence.</li> <li>• Must be able to work on weekends and public holidays.</li> <li>• Annual Leave &amp; Medical leave Entitlement.</li> <li>• Monthly Performance Bonus up to \$800 (T&amp;C Apply)</li> <li>• Opportunities for professional training &amp; career advancement.</li> </ul>	<ul style="list-style-type: none"> <li>• 6 days</li> <li>• Rotating shifts</li> <li>• Day Shift: 8 am to 8 pm</li> <li>• Night Shift: 8pm to 8 am</li> <li>• Full Time/ Permanent</li> <li>• Location: Kranji / Jalan Tukang/ Tuas South Boulevard / Tuas South Ave 2</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Security Guard (SO / SSO)	<p><b><u>Job Description:</u></b></p> <ul style="list-style-type: none"> <li>• <b>Access Control:</b> Monitor and control vehicle access to and from the carpark.</li> <li>• Verify permits, issue parking tickets, and manage guest/Vendor entry to ensure compliance with client's policies.</li> <li>• <b>Incidents Reporting:</b> Respond to and manage any incidents or emergencies in the carpark area, including coordinating with emergency services as required, and prepare incident reports as needed.</li> <li>• <b>Patrols:</b> Conduct regular patrols of the carpark and vicinity to ensure all areas are secure and to deter potential threat.</li> <li>• <b>Compliance:</b> Ensure that all security protocols and procedures are followed.</li> <li>• <b>Customer Service:</b> Provide courteous assistance to guests and staff, including giving directions, answering queries, and resolving any parking-related issues.</li> <li>• Assist on additional job-related tasks as assigned by direct superiors.</li> </ul> <p><b><u>Job Requirement:</u></b></p> <ul style="list-style-type: none"> <li>• Must be Medical Fit for Employment.</li> <li>• Must have a valid PLRD Licence.</li> <li>• Previous experience in concierge will be an advantage.</li> <li>• Trained in Company Emergency Response Team (CERT) + First Aid Course. Company can sponsor candidates for certification. (T&amp;C apply).</li> <li>• Annual Leave &amp; Medical leave Entitlement.</li> <li>• Monthly Performance Bonus up to \$800 (T&amp;C Apply)</li> <li>• Opportunities for professional training &amp; career advancement.</li> </ul>	<ul style="list-style-type: none"> <li>• 6 days</li> <li>• Rotating shifts</li> <li>• Day Shift: 8 am to 8 pm</li> <li>• Night Shift: 8pm to 8 am</li> <li>• Full Time/ Permanent</li> <li>• Location: : Sentosa Island</li> </ul>