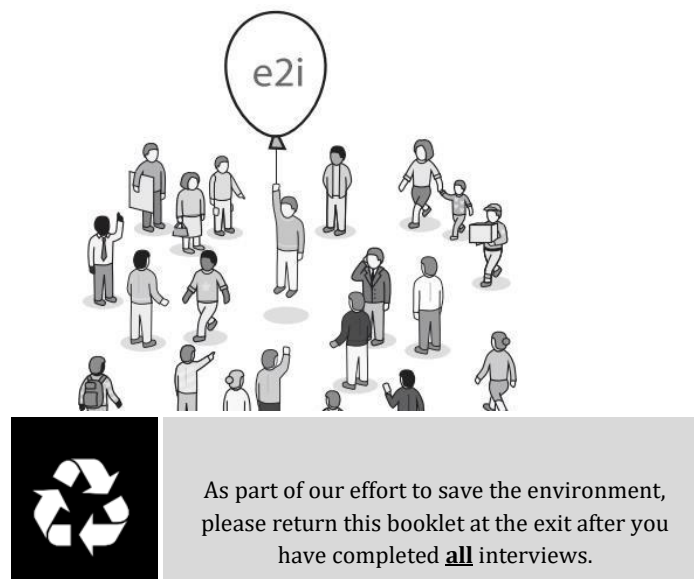


e2i Jobs & Skills Roadshow@ Heartland Malls

22 Aug 2024

JOB LISTING BOOKLET
[NTUC LHUB@Compass One:
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

Content Page

Pages [\[Click on the specific role to view more details\]](#)

- #1 ISS Facility Services 3**
 - Cleaning crew 3
 - Cleaning Supervisor 3
 - Patient Transfer Porter 3
 - Technician 4
 - Building Engineer 4
 - Mechanical Engineer 5
 - AV Technician 5
 - Mobile Receptionist cum Tea Lady 5
 - Receptionist 6
- #2 e2i services 7**

#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	May be required to work on shifts, weekends & PH	- General cleaning with or without toilet cleaning - Sanitizing and clearing of rubbish - Cleaning of compound	44 hours/Shift - Harbourfront
Cleaning Supervisor	- 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	- 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	44 hours/Shift Work - Harbourfront
Patient Transfer Porter	- 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	- 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	44 hours/Shift Work - Harbourfront

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Technician	- 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.	- 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	44 hours/Shift Work - Harbourfront
Building Engineer	- 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.	- 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	44 hours/Shift Work - Harbourfront

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Mechanical Engineer	- 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	- 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	- Office hours - Harbourfront
AV Technician	- 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	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.	- Office hours but must willing to work after office hours and weekends on event days - North Buona Vista Drive
Mobile Receptionist cum Tea Lady	- 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.	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.	- Office hours - No fix location

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Receptionist	• 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)	• 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.	• 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):

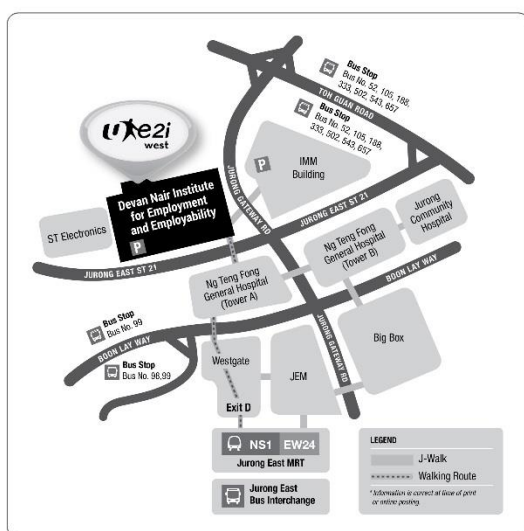


e2i west

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