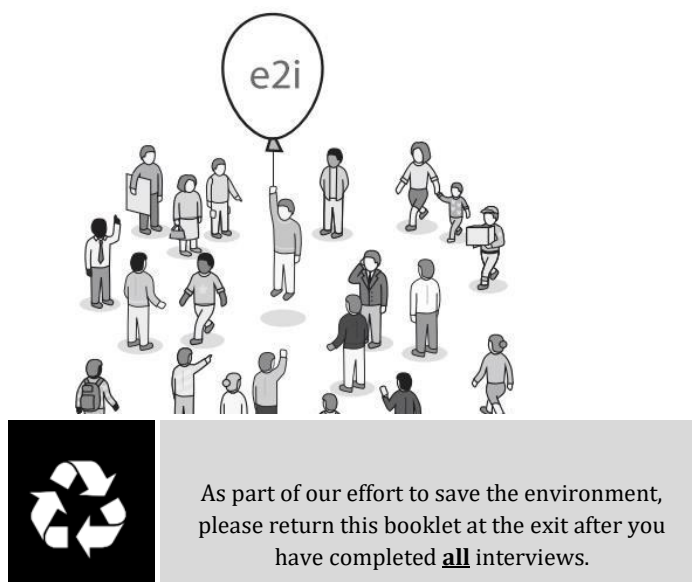


e2i Built Environment - Savills Property Management Pte Ltd Job Fair

JOB LISTING BOOKLET

Date :21 August 2026

Time: 10am-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

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Job Positions	Key Responsibilities	Working Hours / Location
Account Admin Assistant (PM)	<u>Job Description:</u> • Issuing cheques • Prepare cash management form weekly • Maintain cash book and petty cash • Keying in General Ledger and Accounts Receivables • Receive payments and issuing of receipts • Provide administrative and front desk support • Attend to residents' and owners' enquiries • Other job related and ad-hoc duties. <u>Job Requirement:</u> • Minimum GCE 'O'/'N' Level • At least 1 year of relevant working experience in Accounting/Admin preferred • Proficient in MS Office applications • Meticulous, resourceful & motivated • Strong interpersonal and communication skills • Service-oriented and able to work independently	• 5.5 days • 8:30am-5:30pm or 9am-6pm (Mon to Fri), 8:30am-12:30pm or 9am-1pm(sat) • Full time/ Permanent • Location: Islandwide
Account officer (PM)	<u>Job Description:</u> • Handle full set of accounts (AR, AP and GL) • Prepare monthly financial reports • Issuing invoices, statement of accounts and reminders • Issuing payments to suppliers • Prepare and submitting GST • Coordinate and liaise with external parties like external auditors • Attend to owners one enquires regarding their statement • Supervise and guide Accounts Assistants • Receiving, courier or handling cash/cheques from clients • Banking of cash/cheques • Complete ad-hoc projects or tasks as assigned. <u>Job Requirement:</u> • Minimum Diploma in Accounting related • Possess minimum 1 year of experience handling full set of accounts • Proficient in MS Office applications • Meticulous, resourceful& motivated • Strong interpersonal and communication skills	• 5 days • 8am-5pm or 9am-6pm • Full time/ Permanent • Location: 239070
Account Payable Executive (SSPL)	<u>Job Description:</u> Accounts Payable Operations • Process suppliers' invoices, payment requests, and staff claims with proper supporting documents and approvals. • Verify accuracy of invoices before posting into the accounting system. • Prepare payment vouchers and process payments via bank transfer. Vendor Management & Reconciliation • Liaise with suppliers and internal departments to resolve invoice discrepancies and payment-related issues. • Perform reconciliation of supplier statements and AP related GL accounts. • Maintain accurate and updated vendor records in the accounting system.	• 5 days • 9am-6pm • Full time/ Permanent • Location: 049712

Job Positions	Key Responsibilities	Working Hours / Location
	Financial Closing & Reporting - Support monthly, half-yearly, and year-end closing activities related to Accounts Payable. - Prepare AP schedules, accruals, and relevant journal entries for financial reporting purposes. - Prepare supporting schedules and documentation for financial reporting. - Ensure completeness and accuracy of AP records in compliance with accounting standards. Compliance & Internal Controls - Ensure compliance with company policies, financial procedures, and internal controls. - Maintain proper audit trails for all AP transactions. - Assist with external and internal auditors by providing required documents and explanations. Process Improvement & Support - Assist in improving AP processes and workflow efficiency. - Identify opportunities for process automation and system enhancements within the finance function. - Undertake ad-hoc assignments as assigned. Job Requirement: - Diploma in Accountancy, Finance, or equivalent qualification. - Minimum two years of relevant Accounts Payable or finance experience. - Good understanding of accounting principles and AP processes. - Detail-oriented, proactive, and able to work independently. - Ability to work in a fast-paced environment and meet tight deadlines. - Proficient in MS Office applications, especially MS Excel. - Experience in accounting systems such as Microsoft Dynamics 365 will be advantageous	
Admin Assistant / Executive	Job Description: - Prepare and submit regular facility operation reports to management. - Track and report key facility metrics. - Maintain incident and service request logs for audit and review purposes. - Provide updates on compliance with safety, health, and environmental regulations. - Serve as the main point of contact for internal departments regarding facility needs. - Coordinate with employees to address workspace concerns and requests. - Liaise with building management for shared facility issues and updates. - Ensure all stakeholders are informed of facility-related activities and schedules. - Manage contracts and service agreements with external vendors - Monitor vendor performance and ensure service delivery meets agreed standards. - Schedule and coordinate routine and emergency maintenance with service providers. - Review and approve vendor invoices and service reports. - Maintain and update facility documentation and records.	5.5 days 8:30am-5:30pm or 9am-6pm (Mon to Fri), 8:30am-12:30pm or 9am-1pm(sat) - Full time/ Permanent - Location: Islandwide

Job Positions	Key Responsibilities	Working Hours / Location
	- Coordinate facility access passes, keys, and security systems for staff and visitors. - Manage procurement of office and facility supplies. - Ensure compliance with administrative policies and procedures. - Organize and participate in facility-related meetings with internal teams and external vendors. - Record and distribute meeting minutes and action points. - Follow up on tasks and resolutions discussed during meetings. - Assist in preparing presentation materials for management reviews or planning sessions. - Conduct regular facility inspections and audits to identify areas for improvement. - Recommend and implement facility upgrades, layout changes, or efficiency improvements. - Support sustainability initiatives and cost-saving measures. - Evaluate feedback from users to enhance facility operations and services. - Support marketing efforts for rentable spaces or services within the facility (e.g., event halls, co-working areas). - Collaborate with finance and operations teams to align facility functions with revenue goals. Job Requirement: - Candidates should have at least GCE O Level certificate with 3 years of experience in Facilities Management - Outgoing and vocal with good communications skill. - Excellent client management skills in a corporate environment and a strong team player. - Proactive and independent. - Familiar with CMMS for work order management; - Dynamic and multi-tasking capabilities.	
Asst Facilities Manager /Facilities Manager (FM	Job Description: - Proactively engage stakeholders to ensure that on site client's expectations are met - Build and develop effective client /stakeholder relationships across multiple levels of the organization; - On-site key point of contact for Facilities in the client's premises; - Ensure effective communications and reporting to clients' on operation matters; - Evaluate service response time and analyse occupants' service request trends and suggestions; - Ensure feedback from client sessions is recorded and actioned to the satisfaction of the end user; - Pro-actively assist the FM to develop and manage client / business unit relationships ensuring that the expected and consistent service levels are achieved across the sites - Analyze client service request trends and provide suggestions for improvement. Ensure feedback from client sessions is recorded and actioned to the satisfaction of the end user. Lead by example and groom the team in achieving maximum client satisfaction level; - Preparing weekly, monthly facilities reports; - Assist the FM to develop and review planned maintenance schedules with maintenance vendors;	5.5 days 8:30am-5:30pm or 9am-6pm (Mon to Fri), 8:30am-12:30pm or 9am-1pm(sat) - Full time/ Permanent - Location: Islandwide

Job Positions	Key Responsibilities	Working Hours / Location
	- Assist in the implementation of a property risk management program which identifies major property risks including occupational health and safety, fire safety and essential services and environmental. - Ensure critical operations and sites are identified across the region. - Establish HSSE plan for the account on site. - Assist the FM to ensure disaster recovery and business continuity planning is implemented and maintained across the sites. - Implement and ensure escalation procedures are in place and observed for incident and problem reporting. - Have good knowledge of statutory legislations and requirements - Managing work orders using CMMS and analysing maintenance data; - Any other scope and roles assigned by the reporting manager. Job Requirement: - Minimum Diploma in Facilities Management, Estate Management, Building or relevant related discipline from a recognised tertiary institute; - At least 3 years of relevant experience as a manager in facilities management - Able to lead independently the team of Facilities Management and properties at site with minimum supervision; - Excellent client management skills in a corporate environment and a strong team player. Proactive and independent; Dynamic and multi-tasking capabilities; Familiar with CMMS for work order management; Fire Safety Manager Certificate.	
Business Development Manager/Assistant Manager	Job Description: Business News Sourcing - Source and keep track of incoming business opportunities that are suitable & aligned with business objectives. - Regular engagement with Client and Consultants for potential business opportunities, realizing it from 'News' to 'Tender' to 'Award'. - Identify potential business opportunities from market research and analysis. Business Department Duties - Carry out day-to-day Business Department duties such as: - Carry out research & market analysis for business opportunities, competitors and other market trends – discuss and report regularly to Management - Guide business executives on business department duties including checking and managing the timeline of the said works - Manage and regularly discuss timeline of all tasks with GM and ensure timely deliverables. Tender Management & Coordination - Ability to conduct costings proposals for FM tender and RFPs - Check, compile and ensure an adequate overall tender submission - Manage and keep track of all tasks to follow up with each tender, ensuring timely execution - Prepare and deliver tender presentations during tender interviews as well as corporate presentations when necessary..	5 days 9am-6pm - Full time/ Permanent - Location: Islandwide

Job Positions	Key Responsibilities	Working Hours / Location
	<u>Job Requirement:</u> - Diploma/ Degree in Facilities Management, Estate Management, Business Management or relevant related discipline from a recognized tertiary institute - At least 3 years of relevant experiences in facilities management and business development portfolios - Proven capabilities in managing tender costings and submissions within timeline - Strong financial acumen paired with a proactive, can-do attitude - Able to work independently with minimum supervision - Those with Facilities Management operation experiences or equivalent is an added advantage.	
Cleaners	<u>Job Description:</u> - Perform daily cleaning of commercial and industrial facilities, including offices, warehouses, workshops, and production areas. - Clean and sanitize restrooms, break rooms, and common areas. - Empty waste bins and dispose of rubbish according to company procedures. - Clean machinery, equipment, and workstations as required. - Operate cleaning equipment such as floor scrubbers, pressure washers, and industrial vacuum cleaners. - Replenish cleaning supplies, toiletries, and consumables. - Follow workplace health, safety, and environmental regulations. <u>Job Requirement:</u> - Previous experience in commercial, industrial, or janitorial cleaning is preferred. - Ability to perform physically demanding tasks, including lifting, bending, standing, and walking for extended periods. - Knowledge of cleaning chemicals, equipment, and safe handling procedures. - Ability to work independently and as part of a team.	5.5 days 9am-6pm - Full time/ Permanent - Location: Islandwide
Facilities Manager – Education Sector (FM)	<u>Job Description:</u> - Manage daily operations and maintenance of school buildings, grounds, and equipment. - Coordinate and supervise maintenance staff, contractors, and vendors. - Develop and implement preventive maintenance schedules to minimize disruptions. - Ensure compliance with safety, health, and regulatory standards. - Assist in budgeting, cost control, and procurement of facility-related services. - Support facility improvement and minor renovation projects. - Respond promptly to facility-related issues or emergencies. - Maintain accurate records of maintenance, inspections, and facility performance. <u>Job Requirement:</u> - The FM shall possess a Degree preferably in Built Environment / Facilities Management / Engineering or relevant disciplines. - Must have a minimum 5 years of relevant working experience with a proven management / supervisory background,	5.5 days 8:30am-5:30pm or 9am-6pm (Mon to Fri), 8:30am-12:30pm or 9am-1pm(sat) - Full time/ Permanent - Location: Islandwide

Job Positions	Key Responsibilities	Working Hours / Location
	• Preferably with at least 2 years' experience in providing IFM services with the Tenderer's company, and • Preferably with Tier 3 Certified Facilities Management Expert (CFME) accreditation by Singapore International Facility Management Association (SIFMA) accreditation scheme. • The FMs are the key front line of the Contractor in responding and attending to each Site and Employer Representatives and including supervision to ensure that the Works and Services under the Contract are rendered and performed professionally, effectively, and efficiently. • The FM shall assist the Sites in planning and programming all Works and Services, including the schedule planning and implementation of Improvement Works with the PM.	
Facility Manager	<u>Job Description:</u> • To review and approve the Method Statement, Risk Assessment, Safe Work Procedure, Fall Prevention Plan, and all related safety documents prior to job commerce. • To apply for Permit to Work at occupier site. (if applicable) • To maintain a Safe Work Environment/Conditions at workplace. • To assist on the overall operational effectiveness WSH management at the site as per contract requirements. • To conduct weekly random safety inspection as required by Client. • To conduct accident/incident investigation and prepare incident report on corrective actions to prevent recurrence. • To adhere/ implement WSH and all safety regulations in the workplace under WSHA and it applicable subsidiary legislation. • Ensure all workers at site always wear the appropriate PPE. • Conduct daily toolbox briefing with attendance recorded for the contractors. • Advise external customers of safety needs when visiting the sites. • Attend ad-hoc/ outstanding safety related issues whenever required. • Any other duties as assigned by the superiors. <u>Job Requirement:</u> • Minimum Degree in Facilities Management, Estate Management, Building or relevant related discipline from a recognised tertiary institute. • At least 5 years of relevant experience as a manager in Facilities Management • Able to lead independently the team of Facilities Management and properties at site with minimum supervision; • Excellent client management skills in a corporate environment and a strong team player; • Dynamic and multi-tasking capabilities; • Familiar with CMMS for work order management; • Fire Safety Manager Certificate.	• 5days • 9am-6pm • Full time/ Permanent • Location: Islandwide

Job Positions	Key Responsibilities	Working Hours / Location
Facility Officer - (FM)	<u>Job Description:</u> - Perform regular inspections of building systems, equipment, and facilities to ensure they are in good working order. - Respond promptly to building issues, equipment malfunctions, and customer complaints. - Support the technician in troubleshooting any building, plumbing, mechanical & electrical issues and resolving them if possible. - Keep records of on-site maintenance works and manage inventory of spare parts used. - Liaise with contractors, service providers and relevant authorities under guidance of the Building Manager. - Assist in the coordination of installation, renovation, refurbishment and building improvement projects. - Assist in tracking utility consumption and identifying anomalies. - Support the technician in carrying out preventive/ corrective maintenance of any building facilities, M&E systems if required. - Ensure registers of drawings, equipment lists and service records are accurately updated and maintained. - Conduct site walks and escort term contractors/ external vendors whilst they are doing routine maintenance work or adhoc replacement works. - Carry out any ad hoc tasks as assigned by the Building Manager or client's representative. - Manage and supervise the technician and work closely with security team and cleaning team, in carrying out duties. - Manage all direct contractors or vendors engaged by the client for Facility Management Services in various disciplines. - Ensure all projects, preventive maintenance works and SOPs are carried out timely and according to planned schedule as per the agreed service level agreement (SLA) with the client. <u>Job Requirement:</u> - Diploma in Engineering, Facilities Management or equivalent. - No experience are welcome to apply as training will be provided. - Self-motivated with good written and communication skills and computer literate. Be competent in the use of Outlook email application and the following application software; MS office, especially MS Outlook express, Microsoft Excel (intermediate level), MS Word and MS Power point. - Meticulous and a good team player.	5.5 days 8:30am-5:30pm or 9am-6pm (Mon to Fri), 8:30am-12:30pm or 9am-1pm(sat) - Full time/ Permanent - Location: Islandwide
HR Payroll Assistant / Officer(AMS)	<u>Job Description:</u> - Execute monthly full payroll cycle for all employees, ensuring accuracy and compliance with MOM guidelines. - Maintain and update employee database and personnel records. - Prepare and generate monthly payroll reports and management summaries. - Administer e-leave system and track employee leave balances. - Prepare and submit IR21, IR8A, Appendix 8A/8B, and other IRAS tax filings. - Compute and submit monthly CPF contributions; prepare CPF file submissions. - Generate and submit monthly workers' data as required by MOM.	5 days 9am to 6pm - Full time/ Permanent - Location: 416191

Job Positions	Key Responsibilities	Working Hours / Location
	- Address employee queries and grievances related to payroll and benefits. - Manage HR filing and documentation. - Support ad-hoc HR payroll projects and related matters. Job Requirement: - Minimum GCE 'O' Level, Diploma in Business Administration / Human Resources, or Higher Nitec in Business Studies. 1-2 years of relevant payroll experience preferred. - Proficient in MS Office applications, especially Excel. - Knowledge of Info-Tech payroll software is an advantage. - Able to communicate in Mandarin to liaise with Mandarin-speaking workers. - Meticulous, well-organized, and able to meet tight deadlines. - Strong sense of confidentiality and integrity. - Positive attitude, responsible, and a strong team player.	
HR Admin cum Payroll Executive	Job Description: - Payroll & Statutory Compliance. - Process monthly full payroll accurately and on time for all employees. - Calculate and submit monthly CPF contributions. - Prepare and submit IR8A, Appendix 8A/8B, IR21 tax clearance for foreign employees. - Process NSmen make-up pay and Government-Paid Leave schemes claims HR Administration - Create, update, and maintain employee database and personnel records. - Manage MOM work pass applications, renewals, cancellations, and appeals. - Administer employee compensation, benefits, and e-leave systems. - Respond promptly to employee payroll and HR-related queries. - Prepare and generate detailed payroll and HR reports for management. - Coordinate recruitment activities and interview arrangements. - Administer training programs, including funding applications and attendance tracking. - Organize and file HR and payroll documents for audit readiness. - Assist with MOM surveys and statutory reporting. - Perform other HR-related duties as assigned. Job Requirement: - Minimum Diploma / Degree in Business Administration, Human Resources, or Higher Nitec in Business Studies. 2-3 years of relevant HR and payroll experience in Singapore. - Proficient in MS Office, especially Excel for payroll reconciliation. - Knowledge of Info-Tech payroll software is an advantage. - Familiar with Singapore Employment Act, CPF, IRAS, and MOM regulations. - Able to communicate in Mandarin to liaise with Mandarin-speaking workers. - Meticulous, well-organized, and able to meet strict payroll deadlines.	5 days 9am to 6pm - Full time/ Permanent - Location: 416191

Job Positions	Key Responsibilities	Working Hours / Location
	- Strong sense of integrity and ability to handle confidential information. - Positive attitude, responsible, and a strong team player.	
Key Account Manager (Cleaning) - (AMS)	Job Description: Client Relationship & Stakeholder Management - Act as the primary point of contact for clients and relevant stakeholders regarding service requests, feedback, and contractual obligations. - Liaise closely with clients to review Service Level Agreements (SLAs), Key Performance Indicators (KPIs), and overall performance standards. - Build long-term, strategic partnerships with key accounts to maximize client retention and identify upselling opportunities. Operational Leadership & People Management - Lead, mentor, and manage a team of operations managers, executives, and site supervisors to ensure cohesive and high-performing operations. - Provide strategic guidance to project staff to help them thoroughly understand contractual requirements and implement mitigation solutions for operational challenges. - Oversee the development and execution of robust work methodologies, standard operating procedures (SOPs), and comprehensive staff training programs. [Value-Add] Drive workforce upskilling initiatives and progressive career mapping for site staff to boost productivity and retention. Financial & Administrative Governance - Manage project budgets strictly within set constraints while successfully achieving corporate objectives and operational benchmarks. - Compile and present comprehensive monthly budget monitoring, variance analysis, and financial reports to senior management. - Oversee the verification and timely submission of all monthly project reports required for billing and revenue realization. - Balance high-level operational execution with rigorous administrative compliance. Strategic Value-Adds & Innovation - Innovation & Automation: Identify opportunities to integrate cleaning technologies, smart cleaning systems, and automation/robotics to optimize manpower and improve efficiency. - Sustainability & ESG: Align cleaning operations with modern sustainability goals, ensuring the eco-friendly use of chemical consumables, waste reduction practices, and compliance with green standards. - Proactive Risk Management: Conduct regular operational audits and risk assessments to proactively resolve issues before they impact the client. Job Requirement: - Minimum 5+ years of experience in operations management within the Cleaning, Facilities Management, or Environmental Services industry, with at least 2 years in managerial/key account capacity.	5 days 9am to 6pm - Full time/ Permanent Location: 416191

Job Positions	Key Responsibilities	Working Hours / Location
	- Financial Acumen: Proven experience managing profit and loss (P&L), budgeting, and cost-benefit analysis. - Leadership: Strong track record of leading diverse teams and managing multi-site operations. - Communication: Exceptional interpersonal, negotiation, and report-writing skills, with the ability to present confidently to senior management and corporate clients. - Tech-Savvy: Familiarity with digitized operations management tools, roster scheduling software, or smart cleaning tech is highly advantageous.	
Project Manager / Engineer (AVMV)	<u>Job Description:</u> Sales & Account Management - Prepare quotations for chillers, retrofit works, and related HVAC projects. - Manage a portfolio of key accounts (consultants, main contractors, dealers, end-users) and act as the main customer representative for all matters. - Develop and execute account plans to grow existing customers and open new accounts. - Ensure consistent follow-up from quotation stage through to sales conversion and project award. - Drive sales growth and overall business development to achieve assigned sales targets. - Build and cultivate strong relationships with HVAC/chiller contractors, project dealers, distributors, and direct customers. - Identify opportunities with existing and new customers and update them on service value-added offerings. - Plan and execute marketing and customer engagement initiatives to support lead generation and branding. - Understand customer and market needs to determine pricing and selling strategies, and provide market/competitive feedback. - Manage accounts receivable within defined credit limits and timelines. Technical & Retrofit (Project-Based Sales) - Perform basic project design, equipment selection, and sizing in accordance with customer specifications and good HVAC practice. - Understand chilled water systems, chiller plants, airside systems, and general HVAC/ACMV scope to bid effectively. - Conduct site surveys, measurements, and attend pre-bid walkthroughs or clarification meetings where required. - Coordinate with internal teams (Technical Support, Operations, Management) to develop proposals, tender submissions, clarifications, and contractual documents. - Create quotations and follow up specifically for retrofit/service job opportunities (equipment replacement, upgrades, energy improvement). - Develop and track project plans, budgets, and schedules; prepare status reports and ensure delivery within agreed specs, timelines, and cost. - Source, liaise, and negotiate with suppliers and vendors; compile and assess quotations, prepare costing sheets and BOQs.	5 days 9am to 6pm - Full time/ Permanent Location: 758118

Job Positions	Key Responsibilities	Working Hours / Location
	- Research and recommend new chiller and HVAC technologies to enhance solutions and project offerings. Customer Service & After-Sales - Work closely with Technical Support and Operations to provide solutions that meet customer requirements and address technical issues. - Oversee after-sales activities to ensure high customer satisfaction, including coordination of service, rectification, and follow-up. - Organize regular service reviews with customers and internal Ops teams on critical issues and performance. - Resolve complaints by investigating issues with relevant stakeholders and recommending practical solutions. - Maintain accurate documentation and track results for all sales, project, and service activities. - Compile reports across different segments (sales pipeline, project status, customer feedback) for effective management. Continuous Improvement - Analyze competitors' actions and identify their weaknesses to sharpen sales strategies. - Introduce innovative technological solutions and tools to enhance sales efforts and value propositions. - Engage in continuous learning related to chiller technologies, HVAC trends, and energy-efficient solutions. - Perform other relevant duties as assigned by management. Job Requirement: - Bachelor's Degree or Diploma in Mechanical Engineering, Building Services, or related discipline. - At least 2–5 years of relevant experience in HVAC/ACMV/chiller sales or project-based retrofit work. - Strong understanding of chilled water systems, chiller plants, HVAC designs, airside systems, and industry practices. - Able to read, analyze, and interpret engineering and mechanical documents (drawings, specifications, instructions, and correspondence). - Proficient in defining problems, collecting data, analyzing facts, and drawing valid conclusions. - Good knowledge of project sales processes, including tendering, proposal preparation, and contract review. - Strong skills in communication, interpersonal relations, negotiation, presentation, and customer-focused solutions. Proficient in MS Excel and PowerPoint; able to adapt quickly to different platforms and multitask effectively. - Able to work effectively under pressure, meet tight deadlines, and maintain high attention to detail. - Adaptable, willing to learn new technologies, tools, and methods to enhance performance. - Experience or knowledge in project management will be an added advantage.	

Job Positions	Key Responsibilities	Working Hours / Location
Strata Commercial Manager	<u>Job Description:</u> • Manage and maintain commercial property sites as assigned • Conduct regular checks and inspection on grounds to ensure property is well-maintained • Ensure building statutory requirements are complied with • Conduct meetings of the management corporation, preparation and record meeting minutes • Ensure good record keeping and filing administration • Review and recommend replacement/improvement plans for managed sites • Provide essential customer service support staff to the tenants and owners • Supervise and manage a team of site staff • Other job related and ad-hoc duties as assigned <u>Job Requirement:</u> • Degree or Diploma in Building/Estate Management or related disciplines • At least 3-5 years relevant working experience • Knowledge of Building Maintenance and Strata Management Act will be advantageous • Good leadership ability with excellent interpersonal and communication skills • Outgoing and approachable • Possess good customer service skills • Good decision-making skills and effective problem solver • An eye for details • Proficient in MS Office applications	• 5.5 days • 8:30am-5:30pm or 9am-6pm (Mon to Fri), 8:30am-12:30pm or 9am-1pm(sat) • Full time/ Permanent • Location: Tuas
Strata Residential Executive M&E	<u>Job Description:</u> • Manage and maintain property sites as assigned • Conduct regular checks and inspection on grounds to ensure property is well maintained • Ensure building statutory requirements are complied with • Conduct meetings of the management corporation, preparation and record minutes of meetings • Ensure good record keeping and filing administration • Review and recommend replacement/improvement plans for managed sites • Provide essential customer service support to the residents and owners • Supervise and manage a team of site staff • Other job-related ad hoc duties as assigned. <u>Job Requirement:</u> • At least 2 years of M&E experience required • Knowledge with Building Maintenance and Strata Management Act will be an added advantage • Possess good customer service skills • Good decision-making skills and effective problem solver • Proficient in MS Office applications	• 5.5 days • 8:30am-5:30pm or 9am-6pm (Mon to Fri), 8:30am-12:30pm or 9am-1pm(sat) • Full time/ Permanent • Location: Central/East

Job Positions	Key Responsibilities	Working Hours / Location
Strata Residential Manager	<u>Job Description:</u> • Ensure the smooth operations and effective management of properties managed by the Company. • Handle all administration works and correspondence relating to the management of the properties under the company's portfolio. Supervise the site staff. Help coordinate the works of the building supervisor, fire safety manager and the technicians assigned to respective properties. • Manage bookings, maintenance of all facilities (swimming pool, spa pool, sauna, gym, squash and tennis courts, playgrounds, putting green, BBQ pits, function room, games room, etc, at respective properties managed by the company). • Plans, organise activities and put up decoration during major festive seasons when required (eg: Lunar New Year, Hari Raya, Moon Cake Festival, National Day, Christmas, when required). • Conduct routine checks for all building structures, surrounding areas, mechanical & electrical equipment and carry out / make recommendations for preventive maintenance works when required, including inspection for encroachment and site clearance works when required. • Conduct regular meetings with Councils / Owners and submit minutes of meetings for record purposes, including the conduct of Annual General Meeting when required. • Periodically update the Councils / Owners on the financial status and prepare budgets for both the Management and Sinking Funds. • Attending to daily operation and administrative works: • a. Updating the subsidiary proprietors list and change of address; • b. Filing of correspondence and follow-up on essential matters; • c. Submission of returns when required by various government's authorities; • d. Preparation of reports for review by Councils / Owners; • Assist potential client of new developments in preparation and printing of handbook, handover kits, prepare building defects list and fixing date of inspection, and appointments for works to be carried out. • Handling and keeping records of security pass / car park labels as approved. • Assist in the collection of rental / management and sinking funds / administration fee / renovation deposits / security pass where necessary and when required to liaise with Councils / Owners on issue of legal demand letters and follow-up actions. • Conduct inspection of services carried out by term and ad-hoc contractors and make recommendations for release of payments. • Any other jobs as and when assigned by the superior. <u>Job Requirement:</u> • Degree or Diploma in Building/Estate Management or related discipline • At least 3-5 years relevant experience • Knowledge with Building Maintenance and Strata Management Act will be an added advantage • Those with M&E experience would be advantage	• 5.5 days • 8:30am-5:30pm or 9am-6pm (Mon to Fri), 8:30am-12:30pm or 9am-1pm(sat) • Full time/ Permanent • Location: Islandwide

Job Positions	Key Responsibilities	Working Hours / Location
	• Good leadership ability with excellent interpersonal and communication skills • Possess good customer service skills • Good decision-making skills and effective problem solver • An eye for details • Proficient in MS Office applications	
Strata Residential Officer / Executive	<u>Job Description:</u> • Ensure the smooth operations and effective management of properties managed by the Company. • Handle all administration works and correspondence relating to the management of the properties under the company's portfolio. Supervise the site staff. Help coordinate the works of the building supervisor, fire safety manager and the technicians assigned to respective properties. • Manage bookings, maintenance of all facilities (swimming pool, spa pool, sauna, gym, squash and tennis courts, playgrounds, putting green, BBQ pits, function room, games room, etc, at respective properties managed by the company). • Plans, organise activities and put up decoration during major festive seasons when required (eg: Lunar New Year, Hari Raya, Moon Cake Festival, National Day, Christmas, when required). • Conduct routine checks for all building structures, surrounding areas, mechanical & electrical equipment and carry out / make recommendations for preventive maintenance works when required, including inspection for encroachment and site clearance works when required. • Conduct regular meetings with Councils / Owners and submit minutes of meetings for record purposes, including the conduct of Annual General Meeting when required. • Periodically update the Councils / Owners on the financial status and prepare budgets for both the Management and Sinking Funds. • Attending to daily operation and administrative works: Updating the subsidiary proprietors list and change of address; Filing of correspondence and follow-up on essential matters; Submission of returns when required by various government's authorities; Preparation of reports for review by Councils / Owners; • Assist potential client of new developments in preparation and printing of handbook, handover kits, prepare building defects list and fixing date of inspection, and appointments for works to be carried out. • Handling and keeping records of security pass / car park labels as approved. • Assist in the collection of rental / management and sinking funds / administration fee / renovation deposits / security pass where necessary and when required to liaise with Councils / Owners on issue of legal demand letters and follow-up actions. • Conduct inspection of services carried out by term and ad-hoc contractors and make recommendations for release of payments. • Any other jobs as and when assigned by the Manager. <u>Job Requirement:</u> • Degree or Diploma in Building/Estate Management or related discipline, at least 2 year relevant experience	• 5.5 days • 8:30am-5:30pm or 9am-6pm (Mon to Fri), 8:30am-12:30pm or 9am-1pm(sat) • Full time/ Permanent • Location: Islandwide

Job Positions	Key Responsibilities	Working Hours / Location
	• with Building Maintenance and Strata Management Act will be an added advantage • Those with M&E experience would be advantage • Good leadership ability with excellent interpersonal and communication skills • Possess good customer service skills • Good decision-making skills and effective problem solver	
WSH Officer	<u>Job Description:</u> • Develop, implement, and maintain WSH policies, procedures, and programs aligned with national regulations and best practices. • Conduct regular risk assessments, inspections, and safety audits to identify hazards and ensure compliance. • Investigate accidents, incidents, and near-misses; prepare reports and recommend corrective actions. • Provide WSH training and awareness programs for staff, students (where relevant), and contractors. • Monitor and maintain records of safety equipment, certifications, and statutory inspections. • Collaborate with management to ensure safe project operations, maintenance, and facility usage. • Serve as the point of contact for external regulatory bodies and audits. • Keep up-to-date with changes in WSH legislation and advise management accordingly. <u>Job Requirement:</u> • The WSHO shall have valid registration with relevant WSHO or equivalent qualification approved by MOM, and possess minimum 3 years of practical experience relevant to the work to be performed by the WSHO in building construction and works of engineering construction. • Any of the Core Team members can be appointed as the WSHO provided that the staff possess the required qualifications of WSHO. Should a Core Team staff be appointed as the WSHO, Permit-to-Work (PTWs) shall not be approved by the same personnel who verified them, and if necessary, the Contractor shall engage a separate WSHO who fulfils the necessary qualifications. • The Contractor shall proposed frequency of WSHO site visit prior to the Commencement Date. Thereafter, the WSHO shall inspect the Sites based on the proposed frequency accepted by the Superintending Officer or Employer Representative and provide validation services including advice and recommendations on all workplace safety & health matters, including validate / advise on Site specific risk assessments before Works and Services are carried out, and validate /advise on WSH plans, training and procedures of the Contractor and subcontractors.	• 5.5 days • 8:30am-5:30pm or 9am-6pm (Mon to Fri), 8:30am-12:30pm or 9am-1pm(sat) • Full time/ Permanent • Location: Islandwide

#2 e2i services

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
(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
(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
(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>

