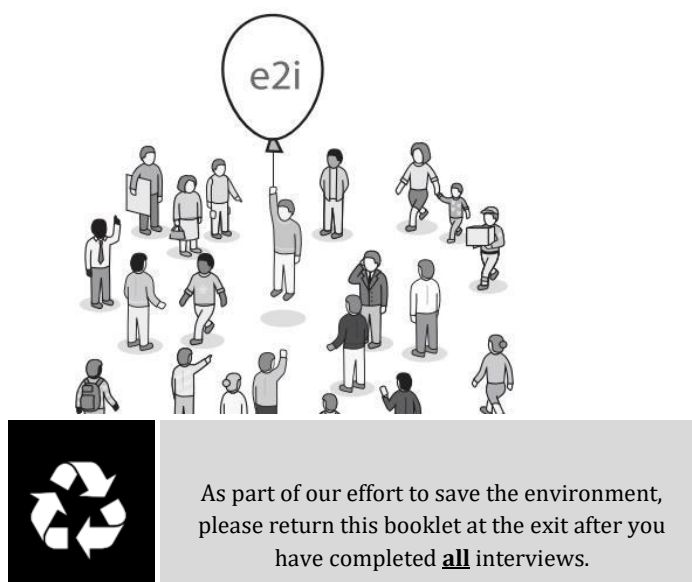


e2i & C&W Recruitment Fair

@Ci Yuan Community Club
51 Hougang Ave 9, Level 4
Room 2A/2B, Singapore 538776

Date: 9 April 2025
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

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#1 C&W Services (S) Pte Ltd

C&W Services Singapore is the facilities and engineering arm of Cushman & Wakefield, offering facilities management, engineering solutions, energy management strategies as well as innovative facilities management technology to a diverse portfolio of clients such as building owners, occupiers, government bodies and corporate real estate companies. C&W Services is also the first Facilities Management firm in Singapore to earn the WELL v2 certification at the Gold level and has been celebrated as a Great Place to Work.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Account Manager	<p>Job Description:</p> <ul style="list-style-type: none"> • Foster goal achievement, team building, communication, and overall performance in all operations areas and across sections. • Develop plans to achieve safety and environmental goals and objectives and ensure an active and effective EH&S committee. • Ensure the company is in compliance with all regulatory agency requirements as they relate to environmental health and safety in the following: • Interface and collaborate with internal and external stakeholders in the development of cross departmental work. • Lead development and maintenance of the company's business continuity plans, to reduce risks and ensure rapid recovery of key business operations during any emergency disaster according to corporate guidelines. • Assure Client facilities' requirements are proactively planned, executed and maintained. • Assure that the facilities' documentation, including design drawings, as-builds and specifications, are up to date and accurate. • Develops and Oversees Operations Budget preparation, management, tracking and P&L forecast and actualization, and identifies opportunities to increase revenue and decrease costs • Ensure tight milestones, KPIs and targets are met promptly. • Develop necessary Planned Preventive Maintenance procedures for all the assets. • Develops mid-and long-term Life Cycle Assets Replacement plans. • Reviews and updates SOPs and processes to strengthen the FM Operations. • Lead a team of maintenance staff to provide efficient and effective soft Facility Management services, Building-related equipment maintenance, M&E, Commercial and Estate Management services. • Prepare and manage the budget and cyclical maintenance of Building Fabric & M&E Assets/Equipment at the clients' premises. • Maintain effective and timely reporting processes and activities to the respective client. • Dare to overcome challenges and adversities possess by clients. • Recruit, manage and develop staff to meet departmental business needs 	<ul style="list-style-type: none"> • 5 days • 8.30am - 5.30pm • Full time / Permanent • Location: 469001

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Develop staff and manage performance to ensure the organization is effective and poised to strategically meet the challenges of the business. Build and maintain good relationships with clients and key stakeholders Take accountability and ownership of Workplace Safety & Health (WSH) standards and outcomes in building up a Safety Culture. Perform any other/related duties as required and directed/assigned. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> Diploma/Degree with 3 years' relevant working experience. Candidates from Facilities Management / Construction Background is advantageous. 	
Assistant Building Manager	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Under the supervision of the Facilities Manager, the Assistant Facilities Manager supports the facilities organization at a specific location, set of buildings, or campus environment. The Assistant Facilities Manager is charged with supporting the day-to-day implementation of policies, procedures, programs and workplace services delivery that provides a well-managed and well-maintained building. Places an emphasis on a positive response to the concerns and needs of the tenants, environmental health and safety, and quality programs, in coordination with the client's goals and objectives. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> Diploma/Degree with 3 years relevant working experiences. Candidates from Facilities Management / Construction Background is advantageous. 	<ul style="list-style-type: none"> 5 days 8.30am - 5.30pm Full time / Permanent Location: 469001
Assistant Manager	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> To provide assist and support to the Account Director who is overall in charge of and directly responsible for the planning, implementation, supervision and manage all the projects in his charge. Offer technical and logistical support to both new and existing accounts within the purview of the Account Director. Initiate and oversee market research endeavors, focusing on the implementation of digitization strategies to elevate efficiency in site operations. Undertake managerial responsibilities for smaller accounts and oversee associated responsibilities. To provide covering of duties for sites, budget review and forecast, project mobilization and transition management. Support the site team to align with client expectations and contractual requirements and support the operation in maintenance and customer support. Assist in Organize the team for operational phasing in & out for all documentation for maintenance work, 	<ul style="list-style-type: none"> 5 days 8.30am - 5.30pm Full time / Contract & Permanent Location: 469001

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>operation, fault reporting, fire safety management, crisis management & Health & safety management.</p> <ul style="list-style-type: none"> • Manage expenditure, address to operational and administrative issues, and ensure procedures are carried out properly. • Establish good relations between own team members and clients. • Assist HQ in tendering of project, proposal's preparation, attend tender site visit & tender interview. • Support site teams from HQ in event of electrical shutdown & emergency service breakdown. • Do audit of building services, pulse visitations and special duties when assigned. • Conduct market and industry research when assigned. • Perform any related duties as required and directed. • Take accountability and ownership of Workplace Safety & Health (WSH) standards and outcomes in building up a Safety Culture. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Diploma or Degree in facilities management and/or built environment, or related disciplines from a recognized institution. 	
BMS Engineer	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • The BMS Engineer deployed on site is required to perform planned and ad-hoc maintenance work including supervise the Technicians and Contractors in carrying out the works in specific projects. The BMS Engineer should also possess good communication skills and be able to relate to different levels of people. • The BMS Engineer should also be proactive in learning and implementing new technologies on site. • The BMS Engineer will also be holding a concurrent role of TE and will discharge his/her duty according to the requirement of the BMS Engineer. • The responsibilities of the BMS Engineer shall include but are not limited to the following: <ul style="list-style-type: none"> ○ On daily basis, follow up on anomalies or faults detected from the use of the BMS to optimize the building equipment. ○ Deep dive into building function and equipment to improve energy efficiencies and eliminate intermittent faults, derive new fault rules specific and relevant to the Sites; and ○ Manage, operate, configure, modify and perform troubleshooting on the BMS system. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Possess a recognized diploma in any discipline of building, facilities, or engineering (with M&E background preferred) related discipline from a recognized establishment. • Minimum of 5 years of relevant working experience in facility management works. • Trained in Building Management System. 	<ul style="list-style-type: none"> • 5 days • 8.30am - 5.30pm • Full time / Contract & Permanent • Location: 469001

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Business Development Executive/Manager	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Lead the business development efforts for the Facilities Management (FM) business, establishing and nurturing relationships with potential customers and service partners, And to identify and develop new and existing business opportunities. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> Diploma/ Degree in Facilities Management, Estate Management, Business Management or relevant related discipline from a recognized tertiary institute. 	<ul style="list-style-type: none"> 5 days 8.30am-5.30pm Full time / Contract & Permanent Location: 469001
Engineering Technician	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Provide front line engineering support for M&E and building services. Attend to breakdowns, servicing, repairing and emergency requests. Manage fire command center system like BMS, Fire Alarm and ACMV system etc. Good hand on skill for corrective work action for M&E system. Ensure work is done properly and sign off service report with name and date. Record and highlight any consumption spike in BTU, Water and Electrical meter reading. Update occurrence book with date and time for the work done in shift duty. Enforce safety rule and regulation needed to be comply by term contractors for site work. Email and update to team leader and supervisor for shift work. Provide support to Engineer, Technical Executive and Managers. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> Good team player. Nitec in Facilities management, building, mechanical, electrical, air-conditioning. 	<ul style="list-style-type: none"> 5 days / 5.5 days / 6 days / Rotating shift 8.30am-5.30pm (Mon to Fri), 8.30am - 12.30pm (Sat) Rotating shift 08:00 – 16:00 14:00 – 22:00 4 days shift rotating 08:00 – 20:00 20:00 – 08:00 Full time / Contract & Permanent Location: 469001
Facilities Executive	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Under the supervision of the Facilities Manager, the Facilities Executive supports the facilities organization at a specific location, set of buildings, or campus environment. The Facilities Executive is charged with supporting the day-to-day implementation of policies, procedures, programs and workplace services delivery that provides a well-managed and well-maintained building. Places an emphasis on a positive response to the concerns and needs of the tenants, environmental health and safety, and quality programs, in coordination with the client's goals and objectives. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> Diploma/Degree with 3 years relevant working experiences Candidates from Facilities Management / Construction Background is advantageous. 	<ul style="list-style-type: none"> 5.5 days 8.30am-5.30pm(Mon to Fri), 8.30am - 12.30pm(Sat) Full time / Contract & Permanent Location: 469001

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Fire Safety Officer	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> To lead and manage the full duties of Senior FSM and FSM for selected Army Camps in accordance to the Fire Safety Act and its subsidiary regulations. To prepare and execute the Emergency Response Plan (ERP) for the premises and distribute the ERP to the occupants of the premises. To advise and recommend a list of fire-fighting equipment for the Company Emergency Response Team where applicable. To train, coordinate and supervise the Company Emergency Response Team for the premises in first-aid, firefighting, and evacuation in the event of fire or other related emergencies. To conduct daily checks and inspections within the premises and remove or cause to remove any fire hazard that is found within the premises and prepare monthly FSM inspection report. To supervise the maintenance of Fire Safety works in the premises and follow up on the repair or replacement and when necessary. To conduct in-house fire drills for the occupants of the premises at least once or twice in every calendar year or on such occasion as may be directed by the commissioner or SCDF. To conduct at least 2 table-top exercises within the premises each year and to evaluate the ERP for those premises and to record minute of meetings and provide feedback for improvement. To furnish incident report and investigation report in the event of fire and other related emergencies, including fire drills and table-top exercise. To conduct necessary training and regular briefing to the occupants in the premises in support of Fire Safety such as: first aid, firefighting, and evacuation in the event of fire or other related emergencies To supervise those premises with the Fire Command Centre on the operation in the event of fire and other related emergencies. To prepare a Fire Safety guidebook and support the Fire Management System setup for the occupants of the premises. To carry out Fire Risk Assessment of the premises and recommended areas of improvement. To ensure annual Fire Certificate Renewal for premises with PE Endorsement. To perform any other tasks as and when assigned by Superior. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> Those with Facilities Management operation experiences or equivalent is an added advantage. 	<ul style="list-style-type: none"> 5 days 8.30am - 5.30pm Full time / Permanent Location: 469001

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Inspection Team Executive	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Oversee all inspection services carried out by trained inspectors, Qualified Person(s), technical specialist. The team shall be responsible to inspect, update, manage and track all defects. Compile information necessary to ensure all site-specific documentation and reports are completed accurately and on time. Expected to be thoroughly familiar with the management contract, vendor agreements, and other building/facility contracts and all requirements contained therein. Monitor and ensure that tenants and vendors comply with insurance requirements and coordinate all claims as required. Proactively inspect the facility, systems, rooms, common areas, etc. and report back any findings or issues to the Facility Manager. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> Diploma/Degree with 2 - 3 years relevant working experiences. Candidates from Facilities Management / Construction Background is advantageous. 	<ul style="list-style-type: none"> 5.5 days 8.30am-5.30pm (Mon to Fri), 8.30am - 12.30pm(Sat) Full time / Contract & Permanent Location: 469001
Maintenance Technician	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Provide front line engineering support for M&E and building services. Attend to breakdowns, servicing, repairing and emergency requests. Manage fire command center system like BMS, Fire Alarm and ACMV system etc. Good hand on skill for corrective work action for M&E system. Ensure work is done properly and sign off service report with name and date. Record and highlight any consumption spike in BTU, Water and Electrical meter reading. Update occurrence book with date and time for the work done in shift duty. Enforce safety rule and regulation needed to be comply by term contractors for site work. Email and update to team leader and supervisor for shift work. Provide support to Engineer, Technical Executive and Managers. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> 2 - 3 years relevant working experiences. Nitec in Facilities management, building, mechanical, electrical, air-conditioning. 	<ul style="list-style-type: none"> 5 days / 5.5 days / 6 days / Rotating shift 8.30am-5.30pm (Mon to Fri) 8.30am - 12.30pm (Sat) Rotating shift 08:00 – 16:00 14:00 – 22:00 4 days shift rotating 08:00 – 20:00 20:00 – 08:00 Full time / Contract & Permanent Location: 469001

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Project Manager	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Liaise with client's representatives on all site matters with proper documentation. • Deal effectively with all consultants, construction teams, and relevant authorities. • Provide leadership and direction on all project operations and activities such as the design, plan, schedule, scope and budget • Manage and ensure completion of assigned upgrading / Additional & Alteration (A&A) works in accordance to the client's expectation within the timeline and budget • Ability to manage multiple projects at a time. • Liaise closely with sub-contractors, architects, consultants, and relevant authorities to ensure the smooth execution of project. • Ensure that works are executed in accordance with approved plans/drawings and in accordance with contract specification. • Able to chair project kick-off meetings, progress meetings and all other project related meetings with clients, consultants, and other parties. • Able to prepare tender documents including the estimated price value and specification write up. • Preparation & Monitoring of project progress claim, variation, and final accounts daily/weekly for all parties. • Conduct quality assurance reviews to ensure that required work is satisfactorily performed and completed by certified consultants. • Any other related duties that may be assigned. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Degree / Diploma / Higher Nitec in Building Services / Facilities Maintenance or Mechanical / Electrical Engineering or equivalent. • 2 to 3 years relevant experience in property / estate / facilities management or building / facilities maintenance • Experience in Greenmark Project/ACMV will be advantageous. 	<ul style="list-style-type: none"> • 5.5 days • 8.30am-5.30pm (Mon to Fri), 8.30am - 12.30pm (Sat) • Full time / Contract & Permanent • Location: 469001
Project Manager (Government Project)	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Liaise with client's representatives on all site matters with proper documentation. • Deal effectively with all consultants, construction teams, and relevant authorities. • Provide leadership and direction on all project operations and activities such as the design, plan, schedule, scope and budget • Manage and ensure completion of assigned upgrading / Additional & Alteration (A&A) works in accordance to the client's expectation within the timeline and budget • Ability to manage multiple projects at a time. • Liaise closely with sub-contractors, architects, consultants, and relevant authorities to ensure the smooth execution of project. 	<ul style="list-style-type: none"> • 5 days • 8.30am-5.30pm • Full time / Contract & Permanent • Location: 469001

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Ensure that works are executed in accordance with approved plans/drawings and in accordance with contract specification. Able to chair project kick-off meetings, progress meetings and all other project related meetings with clients, consultants, and other parties. Able to prepare tender documents including the estimated price value and specification write up. Preparation & Monitoring of project progress claim, variation, and final accounts daily/weekly for all parties. Conduct quality assurance reviews to ensure that required work is satisfactorily performed and completed by certified consultants. Any other related duties that may be assigned. <p>Job Requirement:</p> <ul style="list-style-type: none"> Degree / Diploma / Higher Nitec in Building Services / Facilities Maintenance or Mechanical / Electrical Engineering or equivalent 2 to 3 years relevant experience in property / estate / facilities management or building / facilities maintenance. 	
Property Officer	<p>Job Description:</p> <ul style="list-style-type: none"> Assist the Building Manager in the daily operations. Manage all Sub-Contractors, supervise & coordinate Facility Management activities and ensure all works adhere to legal regulations. Preparation of monthly and incident reports pertaining to the site(s). Ensure smooth operations on site(s). Manage ad-hoc project(s). Facilitate incident investigation whenever necessary. <p>Job Requirement:</p> <ul style="list-style-type: none"> Degree / Diploma / Higher Nitec in Building Services / Facilities Maintenance or Mechanical / Electrical Engineering or equivalent. 2 to 3 years relevant experience in property / estate / facilities management or building / facilities maintenance. Knowledge in building works and facilities management. Possess good communication skills in liaising with both internal and external stakeholders. 	<ul style="list-style-type: none"> 5 days 8.30am-5.30pm Full time / Contract & Permanent Location: 469001
Quality Control Officer	<p>Job Description:</p> <ul style="list-style-type: none"> Carry out a Flexible site Quality Control (QC) inspection schedule involving all sites located at different areas. Quality Control Inspections involve physical on-site checks and document checks. Use of electronic devices such as laptop to input and/or manage the QC work. To be able to be certified to the necessary examination and training relevant to the work. Prepare personal Monthly work summaries and audit reports as per routine for monthly submission to QA Auditor and /or Superior. 	<ul style="list-style-type: none"> 5 days 8.30am-5.30pm Full time / Permanent Location: 469001

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Report directly to the QA auditor on QC report and audit matters. Track and follow up on closure of Correction Actions (CA) and Preventive Actions (PA) as recommended in the audit reports. Represent the respective cluster in Authority Audit or other audits. Support QAQC & HS administration work. Support the making of monthly reports for QAQC & HS and updating of websites belonging to QAQCHS. To carry out any other work as assigned by supervisor or superior-in-charge. <p>Job Requirement:</p> <ul style="list-style-type: none"> Diploma in Facilities Management / Electrical Engineering / Mechanical Engineering / Building Services or equivalent. 2 years relevant experience in Facilities Management or Quality Management. Candidates with ISO Internal Auditor Certification will be preferred. Candidates with a Class 3 driving license will be at an advantage. 	
Senior Assistant AV Engineer	<p>Job Description:</p> <p>The responsibilities of the AV technicians shall include but not limited to the following:</p> <ul style="list-style-type: none"> Provide technical support for AV System (e.g., sound system, lighting system, video wall, etc.). Conduct maintenance for AV Systems. Maintain inventory list of AV equipment. Research and evaluate new AV equipment and technologies and give recommendations. Provide AV support when required by Authority (e.g., ministerial events, etc.). Work closely with Client's FM team to understand the needs and requirements of the end users. Undertake any other duties as assigned by the Client/FM team /Account Director. <p>Job Requirement:</p> <ul style="list-style-type: none"> Nitec or Higher Nitec in Audio Visual Technology or related field, such as digital media. 2 years relevant experience in Audio and Visual or event. 	<ul style="list-style-type: none"> 5 days/5.5 days 8.30am-5.30pm (Mon to Fri) 8.30am - 12.30pm (Sat) Full time / Contract & Permanent Location: 469001
Senior Facilities Executive	<p>Job Description:</p> <ul style="list-style-type: none"> Assist the Building Manager in the daily operations. Manage all Sub-Contractors, supervise & coordinate Facility Management activities and ensure all works adhere to legal regulations. Preparation of monthly and incident reports pertaining to the site(s). Ensure smooth operations on site(s). Manage ad-hoc project(s). Facilitate incident investigation whenever necessary. <p>Job Requirement:</p>	<ul style="list-style-type: none"> 5.5 days 8.30am-5.30pm (Mon to Fri) 8.30am - 12.30pm (Sat) Full time / Contract & Permanent Location: 469001

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Degree / Diploma / Higher Nitec in Building Services / Facilities Maintenance or Mechanical / Electrical Engineering or equivalent. 2 to 3 years relevant experience in property / estate / facilities management or building / facilities maintenance. Knowledge in building works and facilities management. Possess good communication skills in liaising with both internal and external stakeholders. 	
Senior Property Executive	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Assist the Building Manager in the daily operations. Manage all Sub-Contractors, supervise & coordinate Facility Management activities and ensure all works adhere to legal regulations. Preparation of monthly and incident reports pertaining to the site(s). Ensure smooth operations on site(s). Manage ad-hoc project(s). Facilitate incident investigation whenever necessary. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> Degree / Diploma / Higher Nitec in Building Services / Facilities Maintenance or Mechanical / Electrical Engineering or equivalent. 2 to 3 years relevant experience in property / estate / facilities management or building / facilities maintenance. Knowledge in building works and facilities management. Possess good communication skills in liaising with both internal and external stakeholder. 	<ul style="list-style-type: none"> 5.5 days 8.30am-5.30pm (Mon to Fri) 8.30am - 12.30pm (Sat) Full time / Contract & Permanent Location: 469001
Property Officer	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> To monitor the maintenance plans/schedules for soft FM services for cleaning, waste management and façade cleaning. To monitor the performance of services vendors, subcontractors etc for delivery of soft FM services and adjust maintenance plans when necessary To prepare and submit timely inspection reports of FF&Es of OCBC Arena, particularly for Event Spaces, and propose inventory of spares. To conduct monthly Sports Equipment checks with Venue Operation. To conduct daily venue inspections and coordinate reactive cleaning or repair work with cleaning or technical team. To carry out annual SFPM and coordinate with Hard FM colleagues on any Building & Fabric related issues/works. To prepare all administrative matters for the handing over and taking over of event spaces (Hall 1 to Hall 6) at OCBC Arena. To prepare all Event related administration – Variable cost, event billing etc. 	<ul style="list-style-type: none"> 5 days 8.30am-5.30pm Full time / Permanent Location: 469001

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> To provide supervise Facility Attendants (FA) on sitewide barricades deployment, set up and teardown for event or/and maintenance work as well as FOP changeover between training. To supervise FAs on routine preventive and corrective maintenance on sitewide barricades. To keep track of all service reports by maintaining a hard copy filing system as well as digitalising to keep the soft copy on Share point To administrate all finance related matters such as Purchase Request, Service Order To monitor TAM case(s) are attended and completed promptly within the contractual timing. Execute, supervise and manage venue Ad hoc project works ensuring quality and safety at work and completion in timely manner. To prepare and submit an incident report within 12 hours from incident. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> Nitec/Higher Nitec/Diploma in Engineering/ Facilities Management/ Project Management. Minimum 2 years of relevant working experience as a Property Officer. Possess basic technical knowledge for M&E systems and building works and maintenance. Experience in managing sports and recreation facilities will be advantageous. The ability to work & communicate with all levels of internal and external customers & stakeholders including contractors/ technicians. 	
Senior Technician	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Provide front line engineering support for M&E and building services. Attend breakdowns, servicing, repairing and emergency requests. Manage fire command center system like BMS, Fire Alarm and ACMV system etc. Good hand on skill for corrective work action for M&E system. Ensure work is done properly and sign off service report with name and date. Record and highlight any consumption spike in BTU, Water and Electrical meter reading. Update occurrence book with date and time for the work done in shift duty. Enforce safety rule and regulation needed to be comply by term contractors for site work. Email and update to team leader and supervisor for shift work. Provide support to Engineer, Technical Executive and Managers. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> Diploma in Facilities Management / Mechanical Engineering / Electrical Engineering / Building Services or equivalent. 	<ul style="list-style-type: none"> 5 days / 5.5 days / 6 days / Rotating shift 8.30am-5.30pm (Mon to Fri) 8.30am - 12.30pm (Sat) Rotating shift 08:00 – 16:00 14:00 – 22:00 4 days shift rotating 08:00 – 20:00 20:00 – 08:00 Full time / Contract & Permanent Location: 469001

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Minimum 4 years of relevant facility management experience or equivalent. 	
Technician	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Provide front line engineering support for M&E and building services. Attend to breakdowns, servicing, repairing and emergency requests. Manage fire command center system like BMS, Fire Alarm and ACMV system etc. Good hand on skill for corrective work action for M&E system. Ensure work is done properly and signed off service report with name and date. Record and highlight any consumption spike in BTU, Water and Electrical meter reading. Update occurrence book with date and time for the work done in shift duty. Enforce safety rule and regulation needed to be comply by term contractors for site work. Email and update to team leader and supervisor for shift work. Provide support to Engineer, Technical Executive and Managers. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> Diploma in Facilities Management / Mechanical Engineering / Electrical Engineering / Building Services or equivalent. Minimum 2 years of relevant facility management experience or equivalent. 	<ul style="list-style-type: none"> 5 days / 5.5 days / 6 days / Rotating shift 8.30am-5.30pm (Mon to Fri) 8.30am - 12.30pm (Sat) Rotating shift 08:00 – 16:00 14:00 – 22:00 4 days shift rotating 08:00 – 20:00 20:00 – 08:00 Full time / Contract & Permanent Location: 469001
Property Officer	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Coordinate with contractors to maintain the common areas such as cleaning, conservancy, landscaping and horticultural work, as well as improvement and cyclical projects at public housing flats in designated Town Councils. Conduct inspections on the ground and to follow up with the contractors on the rectification of the defects. Follow up with issuance of works orders to contractors and to check on rectification of works and process payments. Engage and manage with residents' feedback and to perform call back service when the defects are rectified within the timeline. Discuss and follow up on maintenance issues with grassroots leaders. Assist grassroots leaders to organize grassroots activities, if required. Perform arrears visitations. Attend MP's house visits, grassroots and upgrading meetings after office hours. Attend to urgent cases referred by Managers, grassroots leaders and EMSU. Do cross audit of estate inspections, arrears visitations and special duties when assigned. 	<ul style="list-style-type: none"> 5 days 8.30am-5.30pm (Mon to Thur) 8.30am – 6pm (fri) *1 hour meal break Full time / Contract & Permanent Location: 469001

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Assist the Property Managers to lead the guide the Property Officers team (Senior). Perform any related duties as required and directed. Take accountability and ownership of Workplace Safety & Health (WSH) standards and outcomes in building up a Safety Culture. <p>Job Requirement:</p> <ul style="list-style-type: none"> Diploma in Building, Building Maintenance/ Management, Facilities Management or other approved qualifications OR GCE 'O' Levels with at least 2 years' experience relating to estate management or building maintenance. 	
Contract Manager/Project Quantity Surveyor	<p>Job Description:</p> <ul style="list-style-type: none"> Provide the cost and contracts administration services. Carry out cost control to ensure that the Material Procurement Tender Schedule is within the allocated budget as specified by Client. Prepare and report financial projection and carry out budgetary and expenditure control of Contractors' contract prior to commencement of work. Prepare and recommend monthly progress payment claims and final account submitted by the term contractors' and to ensure timely and complete submission for payment. Evaluate and carry out joint measurement with Contractors on their claims for Purchase Order/ Works Order Administer term contract works to be carried out by Contractors (before and after start of work) Compile, check, certify and confirm Contractors' invoices to ensure that the invoices tally with Purchase Order/ Works Order. Review and prepare specifications, evaluate and recommend tender submissions. Carry out contract documentation and preparation relating to tender acceptance and contract execution. Obtain and monitor the Performance Bonds, Bankers Guarantees and any other forms of insurances. Prepare tender documents, tender evaluation report, variation agreements and render professional advice on any penalties, liquidated damages when deem necessary. <p>Job Requirement:</p> <ul style="list-style-type: none"> "Diploma/Degree with 3 years relevant working experiences Candidates from Facilities Management / Construction Background is advantageous. 	<ul style="list-style-type: none"> 5.5 days 8.30am-5.30pm (Mon to Fri) 8.30am - 12.30pm (Sat) Full time / Contract & Permanent Location: 469001
Shift Technical Executive	<p>Job Description:</p> <ul style="list-style-type: none"> Assist the Building Manager in the daily operations. Lead a team in the provision and implementation of maintenance services at designated site(s). Troubleshoot building services failures. 	<ul style="list-style-type: none"> 4 days 4 days shift rotating 08:00 – 20:00 20:00 – 08:00 Full time / Contract & Permanent Location: 469001

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Supervise, plan and organise a team of on-site Contractors in carrying out planned and ad-hoc maintenance and their work routines. Ensure efficient and effective maintenance of Client's facilities through routine check and preventive maintenance strategies. Source, negotiate and follow up with Contractors on repair and replacement work to ensure work done according to specifications. Preparation of monthly and incident report pertaining to the site(s). <p>Job Requirement:</p> <ul style="list-style-type: none"> NITEC/ HIGHER NITEC or equivalent certificate in Electrical / Mechanical /Building/ Facilities Management from a recognized technical institute with a minimum of 5 years relevant experience or Diploma in Electrical / Mechanical /Building/ Facilities. Management from a recognized polytechnic with a minimum of 3 years of relevant work experience. 	
Manager (Broker)	<p>Job Description:</p> <ul style="list-style-type: none"> Assist clients in finding suitable logistics and industrial properties to run their business. Assist sellers in promoting their properties to attract qualified buyers in a reasonable amount of time. Coordinate and assist in connection with authorities (JTC, NEA, URA, SFA) with clients where required. Provide guidance to clients on terms within agreement, checks on bank rates and mortgage plans (where required), market price and rental rates. Conduct market analysis and assist in due diligence within the process of sale / lease transactions. Assist pitch team in the preparation of property information, marketing proposals, information / Investment Memorandum. Assist with preparing investment opportunity submissions relative to financial strengths and weaknesses, risk assessments, strength of sponsors/guarantors, collateral and deal structures. Assist with legal documents and draft letter of offer or interest either on behalf of tenant or landlord, buyer or seller. Arrange and conduct site visits for all types of Logistics & Industrial buildings for tenants / buyers / landlords / sellers. Coordinate the transaction process with clients and their legal facility teams. Assist with negotiations between buyers and sellers, tenants and landlords Fulfill a range of marketing functions. E.g. promoting properties by listing via social media, planning and draft advertisements contents, guide preparation of marketing materials collaterals. Procurement of new business opportunities through networking and referral management. 	<ul style="list-style-type: none"> 5 days 8:30am-5:30pm (Mon to Thur) 8:30am-6pm (Fri) Full time /Permanent Location: 469001

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Approach buildings owners to seek new landlord representation and / or Sale & Leaseback / Investment opportunities. Work with the senior management team on additional adhoc projects or appointment projects for lease / sale as required. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> Recognised Degree related to real estate. Positive and highly energetic individuals who is result driven. Possess strong interpersonal skills. 	
Valuer	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Work with your manager in meeting sales targets. Manage direct reports responsible in respective internal team. These include internship and recruitment programs. Provide supervision and guidance to subordinates and other juniors. Undertake portfolio assignments and non-standard/ specialized valuations. Work towards pitching and winning assignments which include business development in existing and new bank panels/ portfolio, provide indicatives and bulk reconciliation. Review and work out standard of procedure/ workflow to meet the needs of the unit as and when. Maintain and build relationships with corporate clients and bankers. Conduct valuation assessment and write formal reports for all types of real estate properties, and any other ad-hoc projects that you may be required to undertake at the Company's discretion. Ad-hoc duties as assigned by the Director. Take accountability and ownership of Workplace Safety & Health (WSH) standards and outcomes in building up a Safety Culture. Cross-sell other teams' capabilities when the opportunity arises. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> Recognised Degree related to real estate. Positive and highly energetic individuals who is result driven. Possess strong interpersonal skills. 	<ul style="list-style-type: none"> 5 days 8.30am-5.30pm (Mon to Thur) 8.30am – 6pm (fri) Full time / Permanent Location: 469001
Customer Service Officer	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Answer incoming calls and respond to customer's emails. Provide accurate and timely information. Manage customers' complaints and feedback with good closure. Follow up on cases to ensure timely resolution. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> Preferably NITEC or equivalent. Prior experience in Contact Centre or Customer Service. 	<ul style="list-style-type: none"> 5 days / part time 8hour rotation shifts / part time Project: A Work hours: 4pm to 11pm (Weekdays), 8am to 3pm (every Saturday) Work for 2 weekdays + 1 Saturday

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
		<div>Work for 3 months contract, or more (renewable)</div> <ul style="list-style-type: none">• Project: B Work hours: 9am to 6pm Work for 3 weekdays + 1 weekend• Work for 3 months contract, or more (renewable)• Location: Clementi / Bedok Chai chee

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