e2i Built Environment & CBM Pte Ltd Job Fair @Yishun MRT

JOB LISTING BOOKLET

Date: 9 November 2026
Time: 10am to 4pm



As part of our effort to save the environment, please return this booklet at the exit after you have completed **all** interviews.

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. CBM Pte Ltd

CBM provides Property & Facilities Management (PFM) solutions to buildings locally and Middle East. Being an ISO certified company, CBM has been rapidly expanding its operations, providing value added services to commercial, industrial, retail office, residential and hospitality industries

As a service provider, our success has been through the efforts of our people. We recruit dynamic, service-orientated individuals; and place great emphasis on providing them with a challenging yet family-friendly work environment.

Job Positions	Job Description / Job Requirement	Working Hours / Location
Account Executive	**Job Description:** • Handle day to day on full spectrum of financial operation activities for assigned entity(s). • Prepare and review journal entries, accruals, prepayments, and month-end closing activities. • Prepare and submit GST returns in a timely manner. • Ensure timely and accurate month-end closing and financial reporting in full compliance with FRS and regulatory deadlines. • Assist in year-end audits, including responding to auditor queries, and drafting financial statements. • Liaise with external auditors and tax agents on audit and tax related matters. • Perform other ad-hoc duties as assigned. **Job Requirement:** • Diploma in Accounting, or related field. • Comfortable working with numbers and Microsoft Excel. • Good teamwork and communication skills. • Meticulous, responsible, independent, and willing to learn. • Ability to work independently and as part of a team in a fast-paced environment.	• 5 days • 44 hours • Full time/ Permanent • Location: 437844
Accounts Officer	**Job Description:** • Support day-to-day Accounts Receivable (AR) operations, including DO sorting, data entry in Excel, data verification, and issuance of sales invoices. • Support day-to-day Accounts Payable (AP) operations, including 3-way matching of AP invoices and preparation of payment processing. • Ensure accurate and timely processing of invoices and payments under guidance. • Assist in the preparation of monthly financial reports. • Coordinate and follow up with internal teams and external customers/suppliers on outstanding matters. • Perform other ad-hoc duties as assigned. **Job Requirement:** • ITE and CAT graduates are welcome. • Comfortable working with numbers and Microsoft Excel. • Good teamwork and communication skills. • Meticulous, responsible, independent, and willing to learn. • Prior experience in finance/accounts is an advantage but not required.	• 5 days • 44 hours • Full time/ Permanent • Location: 437844

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Job Positions	Job Description / Job Requirement	Working Hours / Location
Admin Executive	**Job Description:** • Provide general administrative support to various internal divisions/sites • To manage the administration of QMS documentation and to assist in internal audit activities. • Assist in procurement of office supplies and equipment • Manage office general admin and sourcing for purchases • Process service orders and billing • Correspond and co-ordinate with clients, suppliers and contractors • Prepare Banker's Guarantee and insurance coverage for projects • Update ISO documentations periodically • Assist in preparing reports, generate quotations & contracts • Perform customer service function as below (if required) • Provide call centre / technical helpdesk support and services • Provide front desk service and attend to visitors' enquiries • Perform general administrative duties, such as data entry, stationery ordering and accounting, pantry ordering, handling emails, faxes, etc • Any other ad-hoc assignments assigned by the Management. **Job Requirement:** • Possess a recognized Diploma or above from a recognized tertiary establishment with minimum 2 years relevant accounting experience. SAP accounting experience and expertise is preferred.	• 5 days • 44 hours • Full time/ Permanent • Location: 437844
Admin Officer	**Job Description:** • Handling HR matters for Project Division. • Perform clerical / administrative duties; typing, filing, data entry, prepare reports. • Manage, keep record and update all submission document and liaise internally with Finance. • Handle administrative works for projects. • Any general ad hoc duties. **Job Requirement:** • N/O Level / NITEC with 3 years of relevant experience.	• 5 days • 44 hours • Full time/ Permanent • Location: 437844
Area Manager	**Job Description:** • Oversee and manage the performance delivery of facility management service at respective zones. • Provide leadership and guidance to a team of Building Managers, Technical Executive, Quantity Surveyors and Project Managers to ensure day-to-day operations at assigned buildings. • Identify and troubleshoot problems and provide professional advice to the team. • Develop standard operation procedure and internal workflow to maintain smooth operation at sites. • Manage relation to client/ authorities, being the liaising point of contact. • Oversee area budgeting and expenses. • Any other ad-hoc assignments assigned by the Management. **Job Requirement:**	• 5 days • 44 hours • Full time/ Permanent • Location: 437844

Job Positions	Job Description / Job Requirement	Working Hours / Location
	• Possess an approved tertiary or equivalent qualification and with at least 5 years relevant post graduate experience in Projects & Facilities Management/ Estate Management/ Engineering or Equivalent.	
Assistant Condominium Manager	**Job Description:** • Advise the Corporation on all matters regarding the affairs of the Corporation and Its Property. • Implement all instructions, by-laws and laws permitted under the requirements of BMSMA 2004. • Convene, attend and take minutes of meetings of the Council and all General and Extraordinary Meetings of the Corporation. • Deal with all inquiries, complaints, reports and correspondence relating to the administration of the Corporation, its property and Subsidiary Proprietors. • Engage with prior approval of and on behalf of the Corporation, contractors, solicitors, auditors, surveyors, architects, engineers and other professional services as it may deem desirable or necessary to carry out its duties. • Act on behalf of the Corporation and as directed by the Corporation with regard to any notice or order made by any competent public or statutory authority on matter pertaining to the Corporation and its property. FINANCIAL FUNCTIONS • Collect, demand and recover on behalf of the Corporation all monies due to and take all necessary steps including legal proceedings to recover such sums as directed by or subject to the approval of the Corporation. • Pay and discharge out monies so collected, all rates, taxes, premiums, rent, license fees, statutory charges, professional fees, repairs, renovation, re-decorations, maintenance works and other outgoing or recurrent expenditure, properly incurred on behalf of the Corporation. • Ensure proper records are maintained on monies received and expended on behalf of the Corporation. • Prepare and submit an annual budget for the determination of expenses and to advise and recommend rates of contribution. • Submit a financial report to the Corporation on its financial state after the close of each calendar month. • Oversee requisitions for quotations to ensure proper cost control. • Request, act, negotiate, appoint and award, with the approval of and on behalf of the Corporation, on all contractual matters governing the property. • Initiate cost savings and generate value through implementation of new technology, sound economic and financial policies. MANAGEMENT AND MAINTENANCE FUNCTIONS • Manage and properly maintain the property and keep it in a state of good and operational condition, and in compliance with all relevant legislations, standards, and requirements governing the maintenance and management of the buildings. • Prepare specifications, call tenders, evaluate tenders and make recommendations to the Corporation.	• 5 days • 44 hours • Full time/ Permanent • Location: 437844

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Job Positions	Job Description / Job Requirement	Working Hours / Location
	• Conduct regular inspections of the property to ensure that the property is properly maintained and serviced by staff and/or contractors. • Prepare and implement preventive maintenance programme for the property • Manage the site staff including their performances, behavior and attitude to the best interest of the Corporation. • Any other duties assigned by the Corporation and management HQ office. **Job Requirement:** • Candidate must possess at least a diploma in Estate Management, Building Services Engineering or Equivalent. • Minimum 4-5 years of MCST experience for Diploma holders and have experience in handling more than 1000 units. • Good knowledge of BMSMA Act. • Knowledge of Electrical and M&E.	
Assistant Engineer	**Job Description:** • Assist to perform Energy and Engineering audits. • Working closely with Energy Managers to provide accurate and informative reports. • To perform Measurement and Verification of the performance of M&E Plant. • Managing energy improvement and retrofitting projects. • Help evaluate existing buildings for appropriate energy conservation measures, • Understand financial terms, payback, ROI and related energy saving calculations. • Any other duties as and when assigned by management. **Job Requirement:** • Diploma or Degree in Mechanical, Electrical, HVAC, or Building Services Engineering. • 1–3 years of experience in HVAC operations, preferably with chillers and central plant systems.	• 5 days • 44 hours • Full time/ Permanent • Location: 437844
Assistant General Manager	**Job Description:** • Overall Property Management of the Estate that he/she assigned to include soft Services such as Pest Control, Landscape, Cleaning and Security. • Required to plan, formulate, manage and oversee the fitting-out, operations, maintenance and upkeep of buildings and land area. • Supervise and manage contractors in fulfilling their contractual obligation and ensure smooth operation of the buildings • Attend to feedback by tenants/ clients, to recommend and take remedial actions in a timely manner. • Promote good relations with our staff, contractors and management. • Ensue renewal of MA contract • Ensure all preventive maintenance programs for all M&E/ building equipment in compliance with relevant legislations and safe work procedures. • Conduct monthly council meeting and AGM.	• 5 days • 44 hours • Full time/ Permanent • Location: 437844

Job Positions	Job Description / Job Requirement	Working Hours / Location
	• Oversee preparation of annual budget and implement cost saving measures. • Provide timely guidance and advice for Site Team under his/her charge. **Job Requirement:** • Candidate must possess at least a diploma in Estate Management, Building Services Engineering or Equivalent. • Minimum 4-5 years of MCST experience for Diploma holders and have experience in handling commercial or/and industrial building. • Good knowledge of BMSMA Act. • Contract Management skillset is a must; • Overseas regular building maintenance and repairs; • Maintaining and updating Standard Operation procedures; • Monitoring of maintenance budget; • Coordinate council meetings and AGM; • Dispute management; • Knowledge of BMSMA is mandatory.	
Assistant Head	**Job Description:** • Oversee the overall performance of Service teams. • Ensure contract compliance and meet or exceed KPIs. • Identify lapses and formulate action plans for improvement. • Foster a culture of service excellence and continuous improvement. • Monitor and update account processes and procedures. • Collaborate with Site Leads to develop and execute strategic business plans. • Cultivate teamwork, collaboration and personal development within the team. • Attending operation meeting and discussions with clients. • Maintain data integrity in management systems. • Uphold safety protocols and crisis management procedures. • Enforce compliance with Health, Safety, Environmental and Risk Management policies. • Oversee supply chain delivery, ensuring service quality. • Ensure accurate and timely financial reporting and billing. • Manage staff performance, development and recruitment. • Cultivate teamwork, collaboration and personal development within the team. • Manage workload, resourcing and succession planning. • Oversee contractor on/off boarding, induction and adherence to standards. • Manage financial targets, expenses and budgets including raising Change Requests. • Explore innovative solutions to improve efficiency and productivity. • Any other ad-hoc works assignment by the management. **Job Requirement:** • Degree in Facilities Management, Estate Management, Building or relevant related discipline from a recognized tertiary institute. • At least 5 years of relevant experience in facilities management and business development portfolios. • Able to work independently with minimum supervision.	• 5 days • 44 hours • Full time/ Permanent • Location: 437844

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Job Positions	Job Description / Job Requirement	Working Hours / Location
	• Able to conduct market outreach and marketing. • Proactive and independent. • Dynamic and multi-tasking capabilities.	
Assistant Projects Manager	**Job Description:** • To assist in the planning, coordination, and execution of M&E (Mechanical & Electrical) works. • To support the delivery of projects on time, within budget, and in accordance with safety and quality standards—particularly in live, high-security environments at site, Changi Airport. • Support end-to-end project execution for HVAC system installations, upgrades, and maintenance works. • Coordinate with consultants, subcontractors, suppliers, and clients on technical and operational matters. • Monitor daily site progress and ensure work is carried out according to approved drawings and specifications. • Oversee installation, commissioning, and testing of Chiller Plants systems. • Ensure proper integration with energy management systems. • Provide support for troubleshooting and issue resolution during execution phases. • Ensure work complies with statutory requirements (e.g., BCA, NEA, PUB) and site-specific regulations (e.g., CAG House Rules. • Implement quality control measures, method statements, and risk assessments. • Participate in site inspections, audits, and technical handovers. • Assist in preparing cost estimates, evaluating subcontractor quotations, and material take-offs. • Track project expenses and variation orders with oversight from the Project Manager. • Maintain project documentation including work schedules, material submissions, inspection checklists, and as-built drawings. • Provide support during shutdowns, inspections, or testing & commissioning activities. • Submit daily, weekly, and monthly maintenance reports, site issues to supervisors. • Ability to work on-site at Changi Airport and able to travel from site to site (if required). • Follow site-specific safety protocols and permit-to-work systems. • Maintain accurate records of maintenance, breakdowns, and equipment service logs. • May require occasional overtime, weekend, or night shift support during shutdowns or emergencies. • Perform any duties as and when required by Management. **Job Requirement:** • At least 5 years of PM experience in M&E installation. • Strong interpersonal, observation, and reporting skills. • Able to work independently and in a fast-paced. • Willing to work irregular hours or weekends during critical project phases. • Strong coordination, planning, and stakeholder management skills.	• 5 days • 44 hours • Full time/ Permanent • Location: 437844

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Job Positions	Job Description / Job Requirement	Working Hours / Location
	• Familiar with BMS, project scheduling tools • Good understanding of safety protocols and permit-to-work systems.	
Assistant Quality Control Manager	**Job Description:** • The on-site team shall be overall responsible to ensure the quality outcomes of all works and services. • The team shall conduct checks on works and services to demonstrate its effectiveness with established QMS, processes and compliance with contract requirements. • Any other ad-hoc assignments assigned by the Management. **Job Requirement:** • Relevant qualifications from a recognized institute with minimum 3 years relevant experience.	• 5 days • 44 hours • Full time/ Permanent • Location: 437844
Assistant Sustainability Consultant	**Job Description:** • Conducting Green certifications and sustainability audits. • Auditing/analyzing energy usage, developing environmental-friendly and cost-effective technology solutions in Built Environment. • Recommending sound policies towards energy conservation and sustainability operations • Managing customer relations. • Preparing audit report and presenting findings and solutions to Customers. • Project management for improvement initiatives • Any other ad-hoc assignments assigned by the Management. **Job Requirement:** • Tertiary education in Environmental Engineering, Sustainability, Building Services or related fields. • Minimum 2 years post graduate relevant working experience. • Possess strong initiative and good analytical skills. • A committed and responsible team player with pleasant personality, independent and resourceful. • Exposure in green building certification such as Green Mark, LEED, BREEAM, or 3-star. • Able to communicate and present fluently. • Traveling for overseas assignments within short notice period.	• 5 days • 44 hours • Full time/ Permanent • Location: 437844
Assistant Technical Executive	**Job Description:** Assist and report directly to Deputy Building Manager (DBM) in all operation & maintenance concerns: Interfacing with the clients: • Attend monthly meeting with client & prepares the minutes of the meeting. • Providing updates on ad-hoc and outstanding issues. • Attending to clients feedback or requests. • Coordinates the preventive and corrective maintenance works schedule with the contract and client. Coordinate and manage projects: • Provide costing and proposals for ad-hoc works/projects. • Evaluate the quotations submitted by contractor and provide a formal quotation to the client. • Inspect works carried out are proper and in satisfaction. • Liaising and managing contractors.	• 5 days • 44 hours • Full time/ Permanent • Location: 437844

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Job Positions	Job Description / Job Requirement	Working Hours / Location
	Leading the on-site technical teams: • Provide guidance, training and supervision to technical staffs to ensure proper execution of assigned task. • Planning of maintenance schedule. • Review and planning monthly maintenance schedule. • Oversee all work is carried out timely and smoothly by the staffs. • Any other ad-hoc assignments assigned by the Management. **Job Requirement:** • Diploma in Facilities Management, Engineering, Estate Management or other relevant qualifications from a recognized institute with minimum 3 years relevant experience.	
Building Executive	**Job Description:** • Assist and report directly to Building Manager (BM) in all operation & maintenance concerns • Oversee the facilities management within the premises • Compiling the monthly utilities report and tabulations • Monthly M&E reports • Assist in developing and implementing Standard Operating Procedures (SOP) as and where necessary • Providing updates on ad-hoc and outstanding issues • Attending to clients feedback or requests • Coordinates the preventive and corrective maintenance works schedule with the contract and client. • Inspect works carried out are proper and in satisfaction • Liaising and managing contractors • Planning of maintenance schedule • Review and planning monthly maintenance schedule • Oversee all work is carried out timely and smoothly by the staffs • Any other ad-hoc assignments assigned by the Management. **Job Requirement:** • Diploma in relevant discipline from recognized institution with min 3 years of relevant working experience.	• 5 days • 44 hours • Full time/ Permanent • Location: 437844
Building Manager	**Job Description:** • Oversee and manage Facility Management Services at building(s) that he/she is assigned to. • Manage term contractors/ specialist contractors to ensure smooth operation of buildings. • Manage relations to client/authorities/ tenants. • Provide clients / authorities / tenants with updates of electrical, water and other service outages and scheduled shutdowns. • Attend feedback by tenants/ clients, to recommend and take remedial actions. • Budgeting and managing expenses. • Develops and implements facility emergency plans. During evacuations, assists emergency response teams in assessing building conditions, locating missing personnel, shutting off utilities, and delivering a status report to assembly point leaders • Any other ad-hoc assignments assigned by the Management.	• 5 days • 44 hours • Full time/ Permanent • Location: 437844

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Job Positions	Job Description / Job Requirement	Working Hours / Location
	Job Requirement: • Degree/Diploma in Engineering / Building / Facilities Management or equivalent with at least 5 years relevant working experience. • Possess FSM/WSH/GMFM or relevant certificates is preferred.	
Carpark Attendant	**Job Description:** • Check and ensure the carpark is in operations, report accordingly if there are any abnormalities • Correspond with motorists pertaining to season parking matters (new application, renewal of season parking, change of particular & refund) • Carry out enforcement action on illegal and unauthorized parking of vehicle (e.g. issuance of notice, wheel clamping) • Ensure the cleanliness of the parking systems and carpark environment • Any other ad-hoc assignments assigned by the Management **Job Requirement:** • Must possess at least Primary/Secondary School/ "O" level. • Must able to communicate in English. • Able to work shift schedule is preferable. • With own transportation is preferable. • Able to endure outdoor environment.	• 5.5days • 44 hours • Full time/ Permanent • Location: Islandwide
Complex Manager	**Job Description:** • Understands the information provided and advises the callers on appropriate actions to be taken in accordance with the established Standard Operating Procedures (SOP) **Job Requirement:** • Candidate must possess at least a diploma in Estate Management, Building Services Engineering or equivalent. • Minimum 4-5 years of MCST experience for Diploma holders and have experience in handling more than 1000 units. • Good knowledge of BMSMA Act. • Others skill sets • Contract Management skillset is a must; • OverseEs regular building maintenance and repairs; • Maintaining and updating Standard Operation procedures; • Monitoring of maintenance budget; • Coordinate council meetings and AGM; • Dispute management; • Knowledge of BMSMA is mandatory; • Knowledge of Electrical and M&E.	• 5.5 days • 44 hours • Full time/ Permanent • Location: 437844
Condominium Manager	**Job Description:** ADMINISTRATIVE FUNCTIONS • Advise the Corporation on all matters regarding the affairs of the Corporation and Its Property. • Implement all instructions, by-laws and laws permitted under the requirements of BMSMA 2004. • Convene, attend and take minutes of meetings of the Council and all General and Extraordinary Meetings of the Corporation.	• 5.5 days • 44 hours • Full time/ Permanent • Location: 437844

Job Positions	Job Description / Job Requirement	Working Hours / Location
	• Deal with all inquiries, complaints, reports and correspondence relating to the administration of the Corporation, its property and Subsidiary Proprietors. • Engage with prior approval of and on behalf of the Corporation, contractors, solicitors, auditors, surveyors, architects, engineers and other professional services as it may deem desirable or necessary to carry out its duties. • Act on behalf of the Corporation and as directed by the Corporation with regard to any notice or order made by any competent public or statutory authority on matter pertaining to the Corporation and its property. FINANCIAL FUNCTIONS • Collect, demand and recover on behalf of the Corporation all monies due to and take all necessary steps including legal proceedings to recover such sums as directed by or subject to the approval of the Corporation. • Pay and discharge out monies so collected, all rates, taxes, premiums, rent, license fees, statutory charges, professional fees, repairs, renovation, re-decorations, maintenance works and other outgoing or recurrent expenditure, properly incurred on behalf of the Corporation. • Ensure proper records are maintained on monies received and expended on behalf of the Corporation. • Prepare and submit an annual budget for the determination of expenses and to advise and recommend rates of contribution. • Submit a financial report to the Corporation on its financial state after the close of each calendar month. • Oversee requisitions for quotations to ensure proper cost control. • Request, act, negotiate, appoint and award, with the approval of and on behalf of the Corporation, on all contractual matters governing the property. • Initiate cost savings and generate value through implementation of new technology, sound economic and financial policies. MANAGEMENT AND MAINTENANCE FUNCTIONS • Manage and properly maintain the property and keep it in a state of good and operational condition, and in compliance with all relevant legislations, standards, and requirements governing the maintenance and management of the buildings. • Prepare specifications call tenders, evaluate tenders and make recommendations to the Corporation. • Conduct regular inspections of the property to ensure that the property is properly maintained and serviced by staff and/or contractors. • Prepare and implement preventive maintenance programme for the property • Manage the site staff including their performances, behavior and attitude to the best interest of the Corporation. • Any other duties assigned by the Corporation. OTHER SKILL SETS • Contract Management skillset is a must. • Oversees regular building maintenance and repairs. • Maintaining and updating Standard Operation procedures. • Monitoring of maintenance budget. • Coordinate council meetings and AGM.	

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Job Positions	Job Description / Job Requirement	Working Hours / Location
	• Dispute management. • Knowledge of Electrical and M&E. • To lead a team of 7 staff. **Job Requirement:** • Candidate must possess at least a diploma in Estate Management, Building Services Engineering or equivalent. Minimum 4-5 years of MCST experience for Diploma holders and have experience in handling more than 1000 units. Good knowledge of BMSMA Act. • Knowledge of Electrical and M&E.	
Customer Service Officer	**Job Description:** • Responsible for providing excellent customer service and support through rendering assistance to callers by addressing their queries, feedback and requests. **Job Requirement:** • At least GCE 'O' Levels or equivalent • 2 years of working experience in the customer service or Control Centre roles is preferred • Excellent customer service and communication skills • Proficient in Microsoft Office tools (Excel and Word) • Required to work rotating shifts due to 24/7 operations of Control Centre	• 5.5 days • 44 hours • Full time/ Permanent • Location: 437844
Drafter	**Job Description:** • Identifies and executes appropriate solutions to address customer queries, feedback and requests. **Job Requirement:** • Diploma or degree in Architecture, Civil Engineering, Building Technology, or related field. • Proficient in CAD software (e.g., AutoCAD, Revit, MicroStation) and other drafting tools.	• 5.5 days • 44 hours • Full time/ Permanent • Location: 437844
Electrical Engineer	**Job Description:** • Attend project meetings, site meetings & site inspections. • Review of drawings and technical submissions. • Testing and commissioning of electrical and mechanical systems. • Plan, forecast and track sub-contractors' work progress, provide weekly scheduling and conduct daily coordination meeting to ensure project target timeline are met by sub-contractors, including logistic arrangement for daily operation needs. • Any other ad-hoc assignments assigned by the Management. **Job Requirement:** • Degree in Electrical Engineering or related discipline. Minimum 5 years of relevant Singapore's Facilities Management and construction experience.	• 5.5 days • 44 hours • Full time/ Permanent • Location: 437844

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Job Positions	Job Description / Job Requirement	Working Hours / Location
Environmental Control Coordinator	**Job Description:** • Support Sites in overseeing the implementation of the Environmental Sanitation Programme. • Assist each Site to ensure compliance to the Environmental Public Health Act and its subsidiary regulations and code of practices • Implement minimum routine cleaning and disinfection frequencies, with attention paid to high-risk areas (e.g. high-touch surfaces used by vulnerable persons, and areas with high risk of contamination are to be cleaned more frequently); • Implement minimum six-monthly thorough periodic cleaning and disinfection of the specified premises, including areas not easily accessible and not covered by routine cleaning (e.g. out-of-reach window panels, ceiling and wall fans); • Ensure out yearly (minimally) maintenance of surfaces or fixtures, which includes the associated stipulated routine cleaning frequency (where relevant); • Inspect the premises daily and after periodic cleaning and disinfection works; • Put in place a cleaning and disinfection protocol to respond to incidents involving bodily discharge; • Ensure that workers are trained and provided with the necessary equipment and cleaning agents to carry out effective eaning and disinfection; • Achieve desired outcome-based cleanliness indicators after the completion of cleaning operations; and • Implement a pest management plan, inclusive of a comprehensive pest management survey to be conducted minimally once every 6 months to review the effectiveness of the pest management plan. • Prepare environmental reports for management and clients. • Maintain environmental records and documentation. **Job Requirement:** • Higher Nitec/diploma • ECC certification (preferred).	• 5.5 days • 44 hours • Full time/ Permanent • Location: 437844
Facilities Management Executive	**Job Description:** Site Operations & Maintenance Coordination • Coordinate and monitor daily maintenance and operational activities at assigned sites. • Attend to faults, complaints, breakdowns, and service requests. • Assist in preventive, corrective, and cyclical maintenance scheduling and follow-up. • Conduct routine site inspections and monitor rectification works. • Ensure facilities remain safe, operational, and properly maintained. Contractor Supervision • Supervise contractors, technicians, and vendors carrying out maintenance work. • Ensure works are carried out safely, properly, and according to specifications. • Verify work completion and follow up on outstanding rectifications.	• 5.5 days • 44 hours • Full time/ Permanent • Location: Islandwide

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Job Positions	Job Description / Job Requirement	Working Hours / Location
	• Monitor contractor attendance, performance, and service standards. Reporting & System Updates • Update maintenance records, service reports, and work order status in FM systems. • Prepare site reports, inspection reports, quotations follow-ups, and operational updates. • Upload field data, inspection findings, and photographs into the Computerised FM System. • Maintain proper documentation and site records. Client Coordination • Liaise with site users, clients, and contractors on operational matters. • Assist in resolving operational issues and complaints promptly. • Support management during audits, inspections, and meetings. **Job Requirement:** • Diploma in Facilities Management, Engineering, Building Services, or related discipline. • SIFMA CFME accreditation preferred - Tier 4 • Minimum 3 years relevant facilities management or maintenance experience. • Experience in building maintenance or IFM environment preferred. • Candidates without Diploma must possess substantial relevant minimum 8 year's experience.	
Facilities Manager	**Job Description:** • Overall Facilities Management of the building(s) that he/she assigned to include soft FM Services such as Pest Control, Landscape, Cleaning and Security. • Required to plan, formulate, manage and oversee the fitting-out, operations, maintenance and upkeep of buildings and land area. • Supervise and manage contractors in fulfilling their contractual obligation and ensure smooth operation of the buildings. • Attend to feedback by tenants/ clients, to recommend and take remedial actions in a timely manner. • Promote good relations with our staff, contractors and management. • Ensure all preventive maintenance programs for all M&E equipment/Specialist System in compliance with relevant legislations and safe work procedures. • Develops and implements facility emergency plans. During evacuations, assists emergency response teams in assessing building condition, locating missing personnel, shutting off utilities, and delivering a status report to assembly point leaders • Any other ad-hoc assignments assigned by the Management. **Job Requirement:** • Degree in Building, Engineering or Facilities disciplines from a recognised tertiary establishment with at least 5 years of relevant working experience. Posses WSHO/FSM or other relevant certificates.	• 5 days • 44 hours • Full time/ Permanent • Location: 437844

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Job Positions	Job Description / Job Requirement	Working Hours / Location
Field Engineer	**Job Description:** • Site preparation and co-ordination, preparation of submission documents. • Coordinate & liaise with various related parties including customer, sub-contractors on site to ensure project requirements are met. • Provide on-site installation, validation and commissioning of equipment. • Perform hands-on site trouble shooting, service & repairs ensure successful - implementation and smooth delivery of projects through effective planning, management and deployment of resources. Responsible for the implementation, testing and commissioning of system. • Undertake any other duties and responsibilities as assigned by management, other ad-hoc duties when assigned. **Job Requirement:** • Major in Electronic, Electrical or Engineering.	• 5.5 days • 44 hours • Full time/ Permanent • Location: Islandwide
Fire Safety Manager	**Job Description:** • Abide by safety and/or security standards in the workplace according to organisational Workplace Safety and Health (WSH) practices. **Job Requirement:** • Valid Fire Safety Manager Certificate recognised by SCDF. • Minimum 3 years FSM experience in commercial, institutional, or large occupancy buildings. • Good knowledge of fire safety regulations and systems. • Strong coordination and communication skills.	• 5.5 days • 44 hours • Full time/ Permanent • Location: 437844
Foreshore Engineer	**Job Description:** • The foreshore operation team is responsible for overseeing the foreshore maintenance and projects for foreshore facilities including its maintenance contracts, works and services with adequate engineering and administrative staff. • The Facility Management Manager will manage the foreshore maintenance and projects, maintenance contracts for foreshore facilities (such as Floating Sea Barriers, Land Barriers, Sea Barriers, Security Cagings etc) awarded by the Authority and other items (management of contractors for clearing of vegetation for security cameras and upkeeping/replacement of signages) required by the Authorities. • To prepare, call and administer contracts for Maintenance Works to be carried out on the foreshore structures, offshore structures, seabed, structure wall like seawalls, drain outfall structures, caging system, sea revetments and shore protection structures, penstock jetty, wharf, floating pontoon, coastal security fencing, seabed security fencing, maintenance dredging and floating sea barrier, etc. • To ensure the floating sea barriers, jetties, revetments, seawalls and shorelines are protected against damages, erosion/siltation and unauthorised usage and that the public and land mass behind the structure are adequately protected. This includes the supervision of works and the certification of completion and certification of payment for completed works, to be payable to the foreshore term contractor and/or	• 5 days • 44 hours • Full time/ Permanent • Location: East

Job Positions	Job Description / Job Requirement	Working Hours / Location
	contractors of maintenance contracts by the Authority. The repairs, maintenance and works to the foreshore structures shall adhere to the relevant authorities' laws regulations and practices (e.g. NParks, URA, MPA, SLA and BCA etc). • Ensure inspection of foreshore and offshore structures is being carried out in accordance with the foreshore structure contract and report any damages and repairs as required. All inspection report shall be certified by an Engineer as stated in the maintenance contract(s), to advise on the recommendations by the Engineer into an action plan for the Home Teams. • If any required work (i.e. additions and alternations, or breakdowns) falls outside the scope of the foreshore maintenance contract(s), Facility Management Manager shall make recommendations to Home Team agencies to address the required work. Upon approval by Home Team agencies, Facility Management Manager shall follow-up with these recommendations. Such follow-up works may include preparing and drafting of documents for Contract Variation submission, conducting market research for solutions from external vendors and following up with the procurement. • To inspect the foreshore and offshore structures together with the term contractor and/or contractors of maintenance contracts on an ad-hoc basis when complaints and or feedback are received or as and when requested by Authority. • To provide a 24x7 standby services off site to address any fault related to the security fencing, floating sea barrier, etc. The work is to ensure term contractor response within the Contract requirement to address the issues and provide update to the Authority. Where properties are restricted, Authority/Term Contractor will provide boat services. However, there will be properties, such as Pulau Ubin, where public ferry services are available, such cost shall inclusive and at no additional cost to the Authority. • To provide technical advisory services for Marine Engineering Works and Maintenance of such Components beyond Civil Engineering-work types, necessary for the proper maintenance of such Marine Structures to the end of their structural life. • When any projects are completed, to carry out a joint site inspection with the engineer and Authority's representative. Any defects or unsatisfactory work will have to be rectified by the term contractor. If everything is in order, the Facility Management Manager shall certify the final payment and forward to the authority for payment to the term contractor. • For the repair of marine structures, Facility Management Manager shall coordinate with the end users and term contractor and/or contractors of maintenance contracts, as most works are carried out at low tide which sometimes occurs at odd hours of the day e.g. midnight or dusk. Working hours is also limited as the tides rise and falls within a 6 hour cycle. Facility Management Manager shall price in the Tender Sum for all costs and expenses to provide the necessary manpower to supervise and inspect such works during the aforesaid working hours. The Facility Management Manager shall not claim for any additional costs, etc.	

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Job Positions	Job Description / Job Requirement	Working Hours / Location
	• In relation to the breakdown and repairs and the potential concerns on the Foreshore Structures as conveyed by the Home Teams, the Facility Management Manager would need to provide sound and robust technical proposals for review, of further repairs to be executed. • The Facility Management Manager shall pro-actively document, monitor and track the following for foreshore structures including but not limited to seawalls, drain outfall structures, caging system, sea revetments and shore protection structures, penstock, jetties, wharves, floating pontoon, fencing, maintenance dredging and floating sea barrier, etc. The Facility Management Manager shall track, highlight and plan for replacement of the components with minimum disruptions to operations. The information to document, monitor and track include: • Date of Completion (including details of consultants, contractors etc), • Design Lifespan (including key sub-components – such as bollards, roller fenders, fenders, key restraining bolts, corrosion anodes etc.), • Defects (Type, Severity, Location (Including Geo-Location), Remedy Actions, Date, Cost etc). • Maintenance of Classification Status of Relevant Facilities (e.g. Floating Pontoons), if applicable. • Documentation and Safekeeping of MetOcean Information, if available. • Documentation and Safekeeping of Hydrographic Surveys to identify areas of sediment accretion and/or erosion within the sea-space of the locations. • The Facility Management Manager shall provide insights from the trending of key information, such as defects and remaining lifespan, to advise and recommend Authority on the optimal solution to upkeep availability of the foreshore structures with the emphasis on minimum disruptions to operations and cost-effectiveness of solution. Facility Management Manager shall leverage on data analyst/collation to tabulate and forecast physical barrier repairs and budgeting. They should be able to use data analytical tools to present their findings and business solution. This should also apply to all fault reporting for bases so that HTDs can target areas of concern and plan for effective preventive maintenance plans. • The Facility Management Manager shall plan, manage and carry out 5-yearly periodic structural inspections for the foreshore structures, seawalls, sea revetments, jetties, wharves, floating pontoons and sea-based fencing. The Facility Management Manager shall engage and appoint a competent Professional Engineer (PE), with the relevant past experiences in seaward facilities, to carry out the structural inspection. The appointed PE shall furnish and endorse a report encapsulating the scope of the inspection and shall include the following: • Visual inspection of the seaward structures to ascertain the condition of the structures, the loading on the structures and whether there is evidence of any structural works that are or were carried out without any prior approval. The report shall include the age of the structures, documentation of defects	

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Job Positions	Job Description / Job Requirement	Working Hours / Location
	and noteworthy observations and recommendations for the safe usage of the seaward structures. • Carry out full structural inspection of the seaward structures if the appointed PE • 5-Yearly Periodic Structural Inspection • reasonably suspects or is of the opinion that there is any defect, deformation or deterioration in the structure of seaward structures that will or will be likely to endanger or reduce the structural stability or integrity of any part of the structures; and • is of the opinion that it is necessary to carry out a full structural investigation of the seaward structures in order to ascertain the cause of the defect, deformation or deterioration. c) Recommend appropriate measures or other works to ensure the structural stability or integrity of the seaward structures. • This scope of works shall be reimbursable under Annex H Schedule of Rates, Table 10 "Fee for Period Structural Inspection of Foreshore Structures, Seawalls, Sea Revetments, Jetties, Wharves, Floating Pontoons and Sea-Based Fencing" Where properties are restricted, Authority/Term Contractor will provide ferry services. However, there will be properties, such as Pulau Ubin, where public ferry services are available, such cost shall inclusive and at no additional cost to the Authority. **Job Requirement:** • The Facility Management Manager's staff managing the Foreshore structures shall have a degree in Civil & Structural (preferably with Marine works experience) engineering or equivalent with relevant expertise in maintenance of foreshore structures in the past three (3) years.	
Green Mark Manager	**Job Description:** Sustainability & Energy Management • Lead and support sustainability, Green Mark, and energy efficiency initiatives across assigned sites. • Assist clients and stakeholders in implementing environmental sustainability programmes aligned with GreenGov and corporate sustainability objectives. • Identify opportunities for energy optimisation, operational efficiency improvements, and reduction of utility consumption. • Promote green initiatives, recycling programmes, and environmental enhancement efforts within facilities operations. Energy Audit & Performance Analysis • Conduct preliminary energy audits and energy performance assessments for building systems and equipment. • Analyse historical energy consumption, utility trends, and cost data to identify energy wastage and optimisation opportunities. • Monitor and assess the performance and efficiency of major M&E systems including: o Air Conditioning & Mechanical Ventilation (ACMV) systems	• 5 days • 44 hours • Full time/ Permanent • Location: 437844

Job Positions	Job Description / Job Requirement	Working Hours / Location
	○ Mechanical ventilation systems /Electrical distribution systems/Data centre systems. **Job Requirement:** • Minimum 3–5 years relevant experience in sustainability, facilities management, energy management, or Green Mark operations. • Experience in energy audits, building performance analysis, or Green Mark projects preferred. • Experience managing M&E systems and energy optimisation initiatives will be advantageous. • Skills & Competencies • Good knowledge of Green Mark standards, sustainability practices, and energy management principles. • Strong analytical and problem-solving capabilities. • Familiarity with ACMV systems, electrical systems, and building services operations. • Good report writing, presentation, and stakeholder management skills. • Proficient in Microsoft Excel, Power BI, and energy monitoring systems. • Ability to analyse utility data and recommend operational improvements.	
Human Resources Officer	**Job Description:** • Handle full spectrum of HR duties such as preparation of employment contract for new staff, tracking and processing confirmation and salary adjustment, work pass administration, medical benefits administration and leave administration • Responsible for updating of personal data into the personal information system and ensures that the system is updated and accurate • Maintain and update personal files of staff efficiently • Prepare of Tax Clearance for resignees (Foreigners) • Handle all types of leave administration and Time & Attendance Administration. • Prepare various Management and Manpower Reports • Arranging of candidates for interviews when required • Any other ad-hoc assignments assigned by the Management. **Job Requirement:** • Candidate must have at least a diploma with 1 year of relevant experience.	• 5 days • 44 hours • Full time/ Permanent • Location: 437844
Instrument and Control Engineer	**Job Description:** • Prove energy efficiency of existing buildings by analyzing, upgrading, and optimizing control systems to reduce energy consumption and operating costs. • Design, program, and modify Building Management Systems (BMS) and control strategies • Implement energy-saving measures such as scheduling, demand control, and setpoint optimization. • Conduct energy audits and performance assessments. • Perform system commissioning, testing, and validation. • Integrate smart meters, sensors, and automation technologies.	• 5 days / week • 44 hours • Full time/ Permanent • Location: 437844

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Job Positions	Job Description / Job Requirement	Working Hours / Location
	• Monitor system performance and recommend continuous improvements. • Ensure compliance with energy efficiency standards and local regulations. • Prepare technical reports, documentation, and cost-benefit analyses. • Strong communication and teamwork skills. • Problem-solving mindset and willingness to learn. • Any other duties as and when assigned by management. **Job Requirement:** • Diploma or Degree in Instrumentation Engineering, Electrical Engineering, Mechanical Engineering (HVAC), or related field. • Minimum 3 years of experience in building automation, HVAC controls, or energy management. • Strong knowledge of BMS platforms. • Experience with PLC programming and control systems. • Understanding of HVAC systems and energy efficiency principles.	
IT Executive	**Job Description:** • Manage and maintain the company's IT hardware, software, systems, and network infrastructure to ensure reliable and secure operations. • Provide day-to-day IT support to internal users, including troubleshooting hardware, software, and system-related issues. • Assist in the implementation and coordination of IT projects to support business requirements and improve operational efficiency. • Liaise and coordinate with the DSS Division and external vendors on system issues, infrastructure support, and service requests. • Coordinate and facilitate User Acceptance Testing (UAT) for in-house system implementations, including preparation of test scenarios, documentation of results, and tracking issue resolution. • Maintain proper documentation for IT systems, procedures, configurations, and asset inventory. • Support IT governance, cybersecurity, and compliance initiatives in accordance with company policies and regulatory requirements. • Perform other ad-hoc assignments and IT-related tasks as directed by Management. **Job Requirement:** • Knowledge of Windows OS, Microsoft 365, and basic network administration. • Familiarity with IT infrastructure, servers, and endpoint management. • Experience with troubleshooting hardware, software, and network issues. • Understanding of IT security practices and backup management. • Strong problem-solving and analytical skills. • Good communication and interpersonal abilities. • Ability to work independently and manage multiple tasks.	• 5 days • 44 hours • Full time/ Permanent • Location: 437844

Job Positions	Job Description / Job Requirement	Working Hours / Location
	• Customer-service oriented mindset when supporting internal users.	
Lead Technician	**Job Description:** • Manage and maintain the company's IT hardware, software, systems, and network infrastructure to ensure reliable and secure operations. **Job Requirement:** • N/O Level / NITEC with 5 years of M&E experience • Preferable with CERT or hospital Supervisory or experience is advantage.	• 5.5 days • 44 hours • Full time/ Permanent • Location: 437844
Licensed Plumber	**Job Description:** • Install, maintain, repair plumbing system including water supply, drainage, gas and sanitary systems. • Interpret and work from construction drawings, blueprints and specifications. • Conduct regular inspections to identify and resolve issues in plumbing systems. • Cut, assemble and install pipes and fittings using hand and power tools. • Ensure plumbing systems meet local and national plumbing codes and safety regulations. • Respond to emergency service calls and troubleshoot system issues. • To carry out the necessary plumbing work submission to Authority. • Any other duties as assigned. **Job Requirement:** • Minimum 5 years of experience in the construction/ M&E engineering industry. • Experience in large-scale construction or infrastructure projects is an added advantage. • Experience in using CAD and 3D model is an added advantage. •	• 5.5 days • 44 hours • Full time/ Permanent • Location: Islandwide
Operations Manager	**Job Description:** • Manage daily security operational activities at assigned project sites. • Management of security officers. • Budgeting and managing expenses as allocated. • Managing customer relations and business operation processes. • Develop Standard Operating Procedures and good practices to accomplish desired service standards. • Any other ad-hoc assignments assigned by the Management. **Job Requirement:** • Must possess at least GCE 'N' Levels and above.	• 5.5 days • 44 hours • Full time/ Permanent • Location: 437844

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Job Positions	Job Description / Job Requirement	Working Hours / Location
Project Executive	**Job Description:** • 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 • Manage and negotiate consultant services on assigned projects. Monitors and evaluates the appropriateness and progress performed and completed by licensed or certified consultants. • Conduct quality assurance reviews to ensure that required work is satisfactorily performed and completed by certified consultants. • Monitors and reports on all phases of planning and construction • Provides direction on all project operations and activities such as the design, planning, schedule, project scope and project budget • Manage and monitor project fund which includes all payment to consultants, contractors and authorities • Any other ad-hoc assignments assigned by the Management. **Job Requirement:** • Possess Tertiary or equivalent qualification with at least 3 years relevant post graduate experience or 5 years diploma in Project Management / Facilities Management / Engineering or equivalent. •	• 5 days • 44 hours • Full time/ Permanent • Location: Islandwide
Projects Manager	**Job Description:** • 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 • Manage and negotiate consultant services on assigned projects. Monitors and evaluates the appropriateness and progress performed and completed by licensed or certified consultants. • Conduct quality assurance reviews to ensure that required work is satisfactorily performed and completed by certified consultants. • Monitors and reports on all phases of planning and construction • Provides direction on all project operations and activities such as the design, planning, schedule, project scope and project budget • Manage and monitor project fund which includes all payment to consultants, contractors and authorities • Any other ad-hoc assignments assigned by the Management. **Job Requirement:** • Possess Tertiary or equivalent qualification and with at least 3 years relevant post graduate experience or 5 years diploma in Project Management / Facilities Management / Engineering.	• 5 days • 44 hours • Full time/ Permanent • Location: 437844

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Job Positions	Job Description / Job Requirement	Working Hours / Location
Property Executive	**Job Description:** • Assist and report directly to Building Manager (BM) in all operation & maintenance concerns • Oversee the facilities management within the premises • Compiling the monthly utilities report and tabulations • Monthly M&E reports • Assist to develop and implement of Standard Operating Procedures (SOP) as and where necessary • Providing updates on ad-hoc and outstanding issues • Attending to clients feedback or requests • Coordinates the preventive and corrective maintenance works schedule with the contract and client. • Inspect work carried out are proper and in satisfaction • Liaising and managing contractors • Planning of maintenance schedule • Review and planning monthly maintenance schedule • Oversee all work is carried out timely and smoothly by the staffs • Any other ad-hoc assignments assigned by the Management. **Job Requirement:** • Diploma in relevant discipline from recognized institution with min 3 years of relevant working experience.	• 5.5 days • 44 hours • Full time/ Permanent • Location: 437844
Property Manager cum FSM	**Job Description:** ADMINISTRATIVE FUNCTIONS • Advise on all matters relating to the affairs of the Management Corporation Strata Title (Corporation) and its property. • Implement all instructions, by-laws, and prescribed requirements under the Building Strata Management Act (BSMA) 2004. • Convene, co-chair, and record minutes for Council Meetings, Annual General Meetings (AGMs), and Extraordinary General Meetings (EOGMs). • Handle all enquiries, complaints, reports, and correspondence pertaining to the administration of the Corporation, its property, and Subsidiary Proprietors. • Engage, with prior approval from the Corporation, contractors, solicitors, auditors, surveyors, architects, engineers, and other professional service providers as necessary for the proper management of the building/estate. • Act on behalf of the Corporation, as directed, in response to notices or orders issued by competent public or statutory authorities relating to the Corporation and its property. FINANCIAL FUNCTIONS • Collect, demand, and recover all monies due to the Corporation, and take necessary steps, including legal action when required, to recover outstanding sums, as directed or approved by the Corporation. • Disburse payments for all approved expenses such as rates, taxes, premiums, rental, licence fees, statutory charges, professional fees, repairs, maintenance, and any other recurrent expenditure incurred on behalf of the Corporation. • Maintain proper and accurate accounting records for all monies received and expended.	• 5.5 days • 44 hours • Full time/ Permanent • Location: 437844

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Job Positions	Job Description / Job Requirement	Working Hours / Location
	• Prepare and submit an annual budget for the Corporation's review, including recommendations for contribution rates (e.g. Maintenance Fund). • Provide monthly financial statements and status reports to the Corporation after the close of each calendar month. • Oversee the requisition and evaluation of quotations to ensure proper cost control. • Initiate, negotiate, and award contracts, subject to Council's approval and in accordance with procurement protocols. • Drive cost savings and value creation through adoption of technology, sound financial management, and efficient operational practices. MANAGEMENT AND MAINTENANCE FUNCTIONS • Manage and maintain the property in good operational condition, ensuring compliance with all relevant legislation, standards, and regulatory requirements. • Prepare specifications, call for tenders, evaluate submissions, and provide recommendations to the Corporation. • Conduct regular inspections to ensure all facilities, equipment, and common areas are properly serviced and maintained by staff and contractors. • Develop and implement preventive maintenance programmes for the property. • Supervise site staff, including performance management, conduct, and discipline, in the best interests of the Corporation. • Build, foster and establish excellent cordial relationship with Subsidiary Proprietors, residents, especially with Council/Exco members and Council representative. • Perform any other duties assigned by the Corporation or the HQ office. **Job Requirement:** • Candidate must possess at least a diploma in Estate Management, Building Services Engineering or equivalent. • Minimum 4-5 years of MCST experience for Diploma holders and have experience in handling office and commercial units. • Good knowledge of BSM Act. Others skill sets • Contract Management skillset is a must; • Oversees regular building maintenance and repairs; • To perform as a Fire Safety Manager for the estate; • Monitoring of maintenance budget; • Coordinate council meetings and AGM;	
Property Officer (ECC)	**Job Description:** • To manage tenant's fit-out/ reinstatement work and conduct timely handovers or takeover of units when required • Ensure fortnightly checks are conducted to vacant units • Escalate feedback to OM where necessary • Attending to tenants enquired through emails when required • Facilitating repair, liaise with vendors and contractors where necessary • Report to OM in the event it cannot be rectified within a reasonable time • Obtain quotation for minor repairs • Manage vendors and contractors	• 5 days • 44 hours • Full time/ Permanent • Location: 437844

Job Positions	Job Description / Job Requirement	Working Hours / Location
	• Any other ad-hoc assignments assigned by the Management • Liaise and coordinate with the DSS Division and external vendors on system issues, infrastructure support, and service requests. **Job Requirement:** • Diploma/Degree with at least 3 years relevant working experience preferably with Commercial Building/ Grade A building experience	
Quality Assurance Officer	**Job Description:** • Must establish and maintain a Quality Management System (QMS) with quality assurance plans covering all contracted works and services to ensure compliance with contractual quality standards and performance outcomes. • Must conduct audits on works and services and ensure its onsite core team implements effective quality checks. • Shall be responsible for the 100% site checks and document review of each and every completed works and services to ensure the quality of works, documentation accuracy, compliance to scope of works and schedule, and accurate costing. Quality Assurance Audits • Independent Quality Assurance Audits must be carried out every 6 months • Audit reports must be completed after each audit, reviewed and approved by senior management, submitted to the Superintending Officer (SO) and highlight key findings and improvement areas. Audit Records and Additional Audits • Audit records must be readily available for the SO's review. • The SO may request summary formats, verify audit reports or conduct impromptu audits due to incidents, service failures, or safety violations. **Job Requirement:** • Possess recognised diploma in Engineering, Facilities or Estates Management or equivalent training in Quality Management System (QMS), ISO requirement and its application.	• 5 days • 44 hours • Full time/ Permanent • Location: Islandwide
Quality Control Officer	**Job Description:** • Must establish and maintain a Quality Management System (QMS) with quality assurance plans covering all contracted works and services to ensure compliance with contractual quality standards and performance outcomes. • Must conduct audits on works and services and ensure its onsite core team implements effective quality checks. • Shall be responsible for the 100% site checks and document review of each and every completed works and services to ensure the quality of works, documentation accuracy, compliance to scope of works and schedule, and accurate costing. Quality Assurance Audits • Independent Quality Assurance Audits must be carried out every 6 months • Audit reports must be completed after each audit, reviewed and approved by senior management, submitted to the	• 5.5 days • 44 hours • Full time/ Permanent • Location: Islandwide

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Job Positions	Job Description / Job Requirement	Working Hours / Location
	Superintending Officer (SO) and highlight key findings and improvement areas. • Audit Records and Additional Audits • Audit records must be readily available for the SO's review. • The SO may request summary formats, verify audit reports or conduct impromptu audits due to incidents, service failures, or safety violations. **Job Requirement:** • Possess recognised diploma in Engineering, Facilities or Estates Management or equivalent with relevant training in Quality Management System (QMS), ISO requirements and its application.	
Quality Manager	**Job Description:** • Must establish and maintain a Quality Management System (QMS) with quality assurance plans covering all contracted works and services to ensure compliance with contractual quality standards and performance outcomes. • Must conduct audits on works and services and ensure its onsite core team implements effective quality checks. • Shall be responsible for the 100% site checks and document review of each and every completed works and services to ensure the quality of works, documentation accuracy, compliance to scope of works and schedule, and accurate costing. Quality Assurance Audits • Independent Quality Assurance Audits must be carried out every 6 months • Audit reports must be completed after each audit, reviewed and approved by senior management, submitted to the Superintending Officer (SO) and highlight key findings and improvement areas. Audit Records and Additional Audits • Audit records must be readily available for the SO's review. • The SO may request summary formats, verify audit reports or conduct impromptu audits due to incidents, service failures, or safety violations. Sampling Requirements • At least 10% of scheduled maintenance activities across all sites must be audited, including site and documentation checks. • Monthly checks must be conducted for ad-hoc works, with records submitted every 6 months. • Audits for ad-hoc works must cover at least: 20% of completed work orders, or 20 work orders, whichever is greater. Corrective Actions • Must immediately rectify issues identified through audits or incidents at its own cost. • Measures must be implemented to prevent repeated incidents and improve the QMS continuously. **Job Requirement:** • Possess recognised diploma in Engineering, Facilities or Estates Management or equivalent with relevant training in Quality Management System (QMS), ISO requirements and its application.	• 5.5 days • 44 hours • Full time/ Permanent • Location: Islandwide

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Job Positions	Job Description / Job Requirement	Working Hours / Location
	• The candidate shall pass the Quality Management Systems Auditor / Lead Auditor Training Course in ISO or other equivalent certification.	
Quantity Surveyor	**Job Description:** • Support of maintenance and project works function • Advising on procurement strategy • Prepare cost estimate • Endorse and ensure all costing by Contractors is properly checked and endorsed • Prepare and report financial projection and budgetary control including monitoring of contract and provisional sums. • Prepare and recommend monthly progress payment claims, and final account submitted by Contractors • Evaluate and carry out joint measurements with Contractors (e-PO, Final BQ, etc.) • Administer Contractors works - check & verify quotations / "star rate" items / market sensing • Check, certify and confirm Contractors Invoices • Review and prepare specifications, evaluate and recommend tender submissions and contract documentation (maintenance contract) • Obtain and monitor Performance Bonds, Bankers Guarantees and insurances • Prepare tender document, tender calling, tender evaluation, market survey report, contract documents, including bills of quantities with clients/ architects, and preparing and analysing costing in detailed reports • Prepare tender documents, tender evaluation report, variation agreements and render professional advice on any penalties, liquidated damages when deem necessary. • Prepare recommendation report (exercise option / CVR etc.) • Carry out random audits of not less than two (2) projects on maintenance replacement per month • Administer term contractors A&A works • Any other ad-hoc assignments assigned by the Management. **Job Requirement:** • Diploma in Quantity Survey, Building, Engineering, Construction Management or other relevant qualifications from a recognized institute with minimum 5 years relevant experience. -Singaporean/PR.	• 5 days • 44 hours • Full time/ Permanent • Location: Islandwide
Response & Service Officer	**Job Description:** • Responds to activations to provide on-site assistance on daily operational faults in EPS and any other situation/incidences • Conducts scheduled and routine checks to ensure the full serviceability of the EPS and area of the car parks • Performs daily maintenance of the EPS with procedures to troubleshoot and diagnose routine problem • Conducts enforcement and control within the car park purview to assist with the relevant feedback/complaints from client/motorists • Assist with the festive season on ground supports within the car park precinct • Adhere to organisational Workplace Safety and Health (WSH) practices).	• 5 days • 44 hours • Full time/ Permanent • Location: Islandwide

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Job Positions	Job Description / Job Requirement	Working Hours / Location
	Job Requirement: • Must possess at least Class 2B License • Must possess at least Primary/Secondary School/ "O" level	
Security Officer	**Job Description:** • Conduct security monitoring with use of surveillance systems, detect and report security breaches. • Administer access control and alarm monitoring systems to manage access into sensitive and restricted areas. • Respond to security incident and emergencies and report to key Management staff when necessary. • Keep vigilance against threats of workplace violence and terrorist activities to ensure personnel safety and security. • Any other ad-hoc assignments assigned by the Management. **Job Requirement:** • Candidate must possess at least a Primary/Secondary School/"O" Level, any field. • At least 1 year(s) of working experience in the related field is required for this position. • Candidates with First Aid Certificate will be preferred. • Candidates must possess a valid PLRD license. • Must be able to work shifts, weekends and public holidays when necessary. • Must be able to meet the physical requirements of the job which include long hours of patrolling and standing.	• 6 days • 44 hours • Full time/ Permanent • Location: Islandwide
Senior Property Officer	**Job Description:** • To supervise of term contractors ie. security guards, landscape, pest control • Process of Addition & Alteration works applications. It includes correspond with tenants and their renovation consultant in the process of A&A work application to meet fire code requirements. • Building inspection and ensure rectification of defects • Assess contractor's quotations and to follow up with issuance of work orders. The candidate has to be well verse of BQ and taking off. • To ensure completion of defect works to meet timeline. • Update promptly and ensure proper closure of cases in CMMs iBase. • Attend to complaints by tenants and liaise with term contractors for repair works • Ensure compliance to all service Level Agreement stipulated in the IFM contract • Any other ad-hoc assignments assigned by the Management. **Job Requirement:** • Diploma in Building/ Facilities Management/ Building Services/ Engineering from a recognized institute of higher learning with Min 3 years of relevant working experience.	• 5.5 days • 44 hours • Full time/ Permanent • Location: Islandwide

Job Positions	Job Description / Job Requirement	Working Hours / Location
Senior Security Officer	**Job Description:** • Conduct security monitoring with use of surveillance systems, detect and report security breaches. • Administer access control and alarm monitoring systems to manage access into sensitive and restricted areas. • Respond to security incident and emergencies and report to key Management staff when necessary. • Keep vigilance against threats of workplace violence and terrorist activities to ensure personnel safety and security. • Any other ad-hoc assignments assigned by the Management. **Job Requirement:** • Must posses PLRD Licence.	• 6 days • 44 hours • Full time/ Permanent • Location: Islandwide
Site Engineer	**Job Description:** • Oversee the overall performance of Service teams within the contract. • Responsible for manpower resource planning, budget management, and ensuring compliance to maintain a safe working environment. • Ensure contract compliance and meet or exceed KPIs. • Foster a culture of service excellence and continuous improvement • Monitor and update account processes and procedures • Collaborate with Site Lead to develop and execute strategic business plans • Maintain data integrity in management systems • Deliver contractual and ad-hoc reports punctually • Support engineering during planned or unplanned power shutdowns. • Uphold safety protocols and crisis management procedures • Oversee supply chain delivery, ensuring service quality • Ensure accurate and timely financial reporting and billing • Manage staff performance, development and recruitment • Enforce compliance with Health, Safety, Environmental and Risk Management policies. • Cultivate teamwork, collaboration and personal development within the team. • Manage workload, resourcing and succession planning • Any other ad-hoc works assignment by the management. **Job Requirement:** • Degree in Engineering /Building/Facilities/Estate Management or relevant disciplines with proven mgmt. background and managed est. 20,000 sqm in the past 5 yrs.	• 5.5 days • 44 hours • Full time/ Permanent • Location: Islandwide
Technical Executive	**Job Description:** Assist and report directly to Building Manager (BM) in all operation & maintenance concerns: • Oversee the facilities management within the premises • Compiling the monthly utilities report and tabulations • Monthly M&E reports • Assist to develop and implement of Standard Operating Procedures (SOP) as and where necessary Interfacing with the clients: • Attend monthly meeting with client & prepare the minutes of the meeting.	• 5 days • 44 hours • Full time/ Permanent • Location: Islandwide

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Job Positions	Job Description / Job Requirement	Working Hours / Location
	• Providing updates on ad-hoc and outstanding issues. • Attending to clients feedback or requests. • Coordinates the preventive and corrective maintenance works schedule with the contract and client. Coordinate and manage projects: • Provide costing and proposals for ad-hoc works/projects. • Evaluate the quotations submitted by contractor and provide a formal quotation to the client. • Inspect work carried out are proper and in satisfaction. • Liaising and managing contractors. Leading the on-site technical teams: • Provide guidance, training and supervision to technical staff to ensure proper execution of assigned task. • Planning of maintenance schedule. • Review and planning monthly maintenance schedule. • Oversee all work is carried out timely and smoothly by the staff. • Any other ad-hoc assignments assigned by the Management. **Job Requirement:** • Diploma in Facilities Management, Engineering, Estate Management or other relevant qualifications from a recognized institute with minimum 3 years relevant experience.	
Technician	**Job Description:** • Maintenance of facilities and services • Perform routine preventive maintenance and corrective action to ensure facility equipment and building system run smoothly and efficiently • Regular inspection of grounds and facilities to ensure they are in good working order • Attend breakdown, servicing, repairing and emergency requests • Any work assigned by Superior. **Job Requirement:** • N/O Level / NITEC with 2 years of relevant experience. Diploma or Degree in Information Technology, Computer Science, or a related field.	• 5.5 days • 44 hours • Full time/ Permanent • Location: Islandwide
WSH Coordinator	**Job Description:** • Conduct monthly scheduled and ad-hoc WSH inspection across various sites. • Conduct Internal Audit for Integrated Management System (ISO) • Attend regular WSH Audit conducted by client's and follow-up with site teams on the rectifications. • Conduct incident investigation and advise on follow-up actions • Proactively identify hazards and advise on Corrective and preventive actions • Carry out risk management audit on contractors • Routine checks on WSH Document submissions across various contracts and advise on lapses and amendments required. • Carry out regular WSH briefing/ trainings to various site teams • Attend WSH and Risk Management meetings and provide updates on site WSH status.	• 5.5 days • 44 hours • Full time/ Permanent • Location: West

Job Positions	Job Description / Job Requirement	Working Hours / Location
	• Issue Work Authorization Forms after checks on contractor safety documentations. • Implementation of Permit-to-work system across various sites/ contracts • Carry out noise monitoring at various sites and advise on noise reduction measures. • Promote WSH values and principles through communication, consultation and engagement with internal and external stakeholders through meetings, dialogue and/ or trainings. • Lead and implement EHS improvement activities arising from corporate EHS and site leadership directions. • Perform WSHO assigned duties in accordance to client's contract requirements. • Any other ad-hoc assignments assigned by the Management. **Job Requirement:** • Must be a Registered Workplace Safety & Health Officer with Minimum Advance Diploma in WSH.	

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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

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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

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