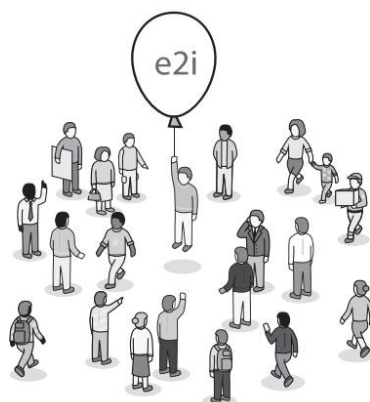


e2i Built Environment & Sun City Maintenance – Job Fair @ Sembawang MRT

Together, Potential Meets Opportunities

JOB LISTING BOOKLET



Date: 18 January 2024 (Thursday)
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.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Common Cleaner	<u>Job Description:</u> • Clean building floors by sweeping, mopping, scrubbing, or vacuuming. • Gather and empty debris. <u>Job Requirement:</u> • Able to walk and stand for 45 minutes continuously. • Able to carry load.	• 6 days • 44 hours • Full time/ Permanent • Locations - 159545
Restroom Cleaner	<u>Job Description:</u> • Clean toilets by washing, sweeping, mopping, or scrubbing. • Gather and empty debris. • Replenish toilet rolls, hand towels and hand soap. <u>Job Requirement:</u> • Able to stand for 45 minutes continuously. • Able to carry load. • Able to squad to wash toilets.	• 6 days • 44 hours • Locations - 159545
Operations Supervisor	<u>Job Description:</u> • Coach, train and supervise cleaners. • Plan cleaning service operations. • Manage incident. • Operate cleaning machines when required. • Handle cleaning chemicals. • Ensure productivity, effectiveness, and efficiency. • Execute company policies and ensure compliance. • Manage HR, supplies, equipment. <u>Job Requirement:</u> • Relevant cert. • Cleaning experience. • Leadership experience.	• 6 days • 44 hours • Full time/ Permanent • Locations - 159545
Business Development Executive	<u>Job Description:</u> • Attend show rounds or site visits. • Prepare tender proposal write up and accurate costing and price calculations within stipulated deadlines. • Plan, deliver, and submit tenders in a timely and professional manner. • Prepare ad hoc quotations. • Prepare and present effective sales presentations. • Follow up with business opportunities and new sales channel. • Manage existing and potential client portfolio. • Monitor contract renewal and follow up with clients on renewal needs. • Manage ERP system and work closely with accounts to ensure system is in line with department requirements. <u>Job Requirement:</u> • 2 years' experience as Business Development Executive. • Tender preparation and submission experience. • Quotation preparation and submission experience. • Presentation experiences. • Client management experience. • Meticulous and team player.	• 6 days • 44 hours • Full time/ Permanent • Locations - 159545