

Virtual Job Fair in Partnership with ServiceSG (Keat Hong) - Facilities Management Sector

7 to 20 July 2025

JOB LISTING BOOKLET


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.


Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Account Manager 	<ul style="list-style-type: none"> Degree in Facilities Management, Estate Management, Building or relevant related discipline from a recognized tertiary institute At least 5 years of relevant experiences in facilities management and business development portfolios Able to work independently with minimum supervision Able to conduct market outreach and marketing Proactive and independent Dynamic and multi-tasking capabilities 	<ul style="list-style-type: none"> 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 Oversee contractor on/off boarding, induction and adherence to standards Monitor planned preventive maintenance in line with regulations. Supervise minor repairs and ensure timely, safe and budgeted service delivery. Support engineering during planned or unplanned power shutdowns. 	<ul style="list-style-type: none"> 5 days/ week, 44 hr/ week Katong Shopping Centre

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Uphold safety protocols and crisis management procedures Manage financial targets, expenses and budgets including raising Change Requests. 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. Report incidents and implement emergency escalation processes. Cultivate teamwork, collaboration and personal development within the team. Manage workload, resourcing and succession planning Any other ad-hoc works assignment by the management. 	
Admin Officer	<ul style="list-style-type: none"> N/O Level / NITEC with 2 years of relevant experience 	<ul style="list-style-type: none"> To answer phone calls, record, monitor and compile tenant's enquires/feedback for follow up action by executives. To assist in preparing handover inventory list for new leases and takeover list on lease expiry Update tenants contact list/ insurance records Electricity account opening/ termination for tenants Monitor contracts' expiry/ renewal Update vendors' risk assessment, insurance and licence To compile service reports with invoices To maintain tracking record of memos, PO and SES and invoices and submit fortnightly basis Compile monthly report 	<ul style="list-style-type: none"> 5 days/ week, 44 hr/ week Central


Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Provision and management of tenants' monthly carpark redemption tickets where applicable Manage season parking and complimentary ticket request 	
Assistant Area Manager 	<ul style="list-style-type: none"> Candidate should at least possess an approved tertiary or equivalent qualification and with at least 8 years relevant post graduate experience in Projects & Facilities Management/ Estate Management/ Engineering or Equivalent 	<ul style="list-style-type: none"> 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 work flow 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. 	<ul style="list-style-type: none"> 5 days/ week, 44 hr/ week East
Assistant Operations Manager 	<ul style="list-style-type: none"> Diploma in Facilities Management or equivalent with at least 2 years of Plumbing experience 	<ul style="list-style-type: none"> Oversee daily operations of the plumbing division, including installation, maintenance, and repair works. Manage and lead a team of plumbers, ensuring work quality and efficiency. Plan, schedule, and coordinate plumbing projects to meet deadlines and client requirements. Provide technical guidance and support to the team, resolving complex plumbing issues. 	<ul style="list-style-type: none"> 5.5 days/ week, 44 hr/ week North

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Monitor inventory of plumbing tools, equipment, and materials, ensuring adequate stock levels. • Ensure all plumbing work complies with safety regulations, industry codes, and company standards. • Work closely with clients, contractors, and vendors to maintain strong business relationships. • Prepare reports on project progress, team performance, and budget utilization. • Conduct site inspections and audits to ensure quality control and compliance. • Identify training needs and conduct skill development programs for plumbing staff. • Handle customer inquiries and resolve complaints professionally and efficiently. • Any other ad-hoc assignments assigned by the Management. 	
Assistant Vice President 	<ul style="list-style-type: none"> • Relevant Degree in property management & maintenance. • Good knowledge and experience in the BMSM Act. • Technically competent. 	<ul style="list-style-type: none"> • Manage a portfolio of Properties, rendering directions and guidance for the condo managers and its Team of site staff • Provide leadership, guidance, motivation and direction to the operations team to bring about the highest quality in standard and services • To establish rapport with the site council members. • To conduct Council meeting and General body meeting • To participate in HQ committees by giving ground inputs. • To participate and assist the General manager in tender exercise, preparing and doing tender presentation. • To cover the duties of absence site manager. 	<ul style="list-style-type: none"> • 5 days/ week, 44 hr/week

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Any other ad-hoc assignments assigned by the Management. 	
Building Inspector 	<ul style="list-style-type: none"> Must be Singaporean / PR Diploma in Building/Real Estate from Singapore/Ngee Ann Polytechnic At least 2 years of experience in facilities management. Candidates with Specialist Certificate in Building Condition Assessment (European Standard NEN 2767) will be an advantage 	<ul style="list-style-type: none"> To carry out Land and Building inspection under European Standard NEN 2767 Physical Condition Assessment. Cover the condition assessment of physical spaces such as external areas(e.g., roads, turf, fenceline, streetlights, fenders), building envelope, roofs and internal areas, covering all rooms (including service rooms, server rooms and roofs). Shall provide a condition Grading for the overall condition of buildings Identify if any defects occurred due to a lack of maintenance. Recommend prioritisation of defects based on safety and condition assessment. Assess the condition of the building's facility and propose recommendation if there is a need for upgrade, refresh, replacement or corrective maintenance action. Inspect buildings and properties on the aspects of general safety, health and cleanliness, so as to ensure that they are properly maintained and used to acceptable standards Verify the buildings on the ground against the Estates records and highlight discrepancies, if any. Upon completion of the inspection, to submit reports to the Authority for certification of works and payment. To ensure that all submissions or reports are clear, concise and written in proper and simple English. 	<ul style="list-style-type: none"> 5 days/ week, 44 hr/week



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Require to submit an interim report to the Authority within a week of the debrief for them to carry out rectification of the defects. Report shall be prepared sufficiently comprehensive and detailed as to allow the Authority and their representative to determine further action to be taken Assist in all operation & maintenance concerns Interfacing with the clients all matters Attend meeting with client & prepares the minutes of the meeting Providing updates on ad-hoc and outstanding issues Attending to client's feedback or requests Coordinates the preventive and corrective maintenance works schedule with the contractors and client. Provide costing and proposals for ad-hoc works/projects, if necessary Evaluate the quotations submitted by contractor and provide a formal quotation to the client Planning and review overall schedule Any other ad-hoc assignments assigned by the Management. 	
Building Manager 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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 relation to client/authorities/ tenants 	<ul style="list-style-type: none"> 5 days/ week, 44 hr/week East



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	preferred. Singaporean/PR	<ul style="list-style-type: none"> • Provide client / authorities / tenants with updates of electrical, water and other service outages and scheduled shutdowns • Attend to 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 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. 	
Customer Service Desk Officer	<ul style="list-style-type: none"> • Minimum GCE “O” level or any ITE qualification with at least two (2) years of relevant working experience in any customer service industries and with data entries experience in SAP or excel. 	<ul style="list-style-type: none"> • 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, 	<ul style="list-style-type: none"> • 5 days/ week, 44 hr/week • East

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		stationery ordering and accounting, pantry ordering, handling emails, faxes, etc <ul style="list-style-type: none"> Any other ad-hoc assignments assigned by the Management. 	
Drivers And Mobile Machinery Operators	<ul style="list-style-type: none"> At least 3 years' experience with class 3/4 vehicle 	<ul style="list-style-type: none"> Drive around Singapore delivering the laundry and linen to hotels in Singapore To assist in receiving, picking, loading/unloading of laundry items. To follow routes and time schedule. Ensure cleanliness of the vehicle of all times. Adhere to safety requirements at all times. To carry out any other duties as assigned by the management or supervisor as required 	<ul style="list-style-type: none"> 5 days, 6 days / week; 44 hours per week North
Facilities Manager (SOL) 	<ul style="list-style-type: none"> Diploma with min. 10 years or Degree with min. 5 years in IT, Intelligent Building, Green FM, Engineering or Building Services. Candidate with IT and digital knowledge in built environment will be an advantage. Good communication (written and version) skills and possess strong presentation skills. Ability to multi-task and manage multiple projects simultaneously. Problem Solving & Analysis Passion in promoting digital transformation and technology solutions. 	<ul style="list-style-type: none"> Manage and overseeing the entire lifecycle of Facility Management Enterprise System Platform and Facilities Maintenance Management System on site projects. Budget & Financial Management. Develop and manage the administrative budget, monitoring expenditures and identifying cost-saving opportunities. Planning & Integration of IoT Sensors, Smart Meters, Facilities Maintenance Management System, etc on site. Implementation & Installation IoT Sensors and etc. Oversee or coordinate the physical installation of IoT devices across the facility. Monitoring & Data Collection. Collation and analysis of information from the FM Enterprise System to facilitate 	<ul style="list-style-type: none"> 5 days/ week, 44 hr/week North


Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>decisions and report for stakeholders.</p> <ul style="list-style-type: none"> • Maintenance & Troubleshooting. Regular Maintenance. To perform routine checks to ensure sensors and IoT devices are functioning optimally. • Collaboration & Reporting. Stakeholder Communication with stakeholder. Work with senior management, DSS teams, and other departments to report on sensor data insights, energy savings, and overall building performance. • Liaise with vendors, service providers, and contractors for any necessary sensor replacements, upgrades, or system modifications. • Provide training to facility staff on how to interact with or troubleshoot IoT sensor systems. • Ensure that end-users understand how data from sensors impacts their daily operations (e.g., energy savings through smart lighting systems). • To source, evaluating vendors and negotiating contracts to support project implementation. • Management of project timeline and expectation, while building strong relationships in the process to achieve customer satisfaction. • Any other assignments as and when directed by the Management. 	
General Cleaner	<ul style="list-style-type: none"> • At least 1 year of relevant working experience. • Must be able to work shifts, weekends and public holiday when necessary. 	<ul style="list-style-type: none"> • Report to supervisors / team leaders. • Perform washing and housekeeping tasks as scheduled and instructed. • Adhere to all rules and regulations. 	<ul style="list-style-type: none"> • 5 days, 6 days / week; 44 hours per week • Various Sites



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Positive attitude, hardworking with pleasant personality. 	<ul style="list-style-type: none"> Responsible for proper housekeeping and maintenance of equipment / tools. Responsible for proper record of attendance in cleaning schedule forms. Comply with legal and other applicable requirements related to quality, environment and safety. Comply with procedures of Integrated Management System. 	Across Singapore
Housekeeper/ Room Attendant	<ul style="list-style-type: none"> No formal education required 	<ul style="list-style-type: none"> To maintain the highest standard of room and public area cleanliness and appearance, guest service To be responsible for the upkeep and cleanliness in the Housekeeping Department and Public Area cleaning. To make up beds and conduct room tidiness inspection To maximize cost effectiveness whilst maintaining the highest possible level of service to the guests of the Hotel and highest level of productivity. To handle and resolve all guest queries and complaints in an efficient manner and to establish an amicable relationship with all clients, customers and guests of the Hotel. Perform any other duties as and when required by Management. 	<ul style="list-style-type: none"> 5 days, 6 days / week; 44 hours per week Various Sites Across Singapore
Laundry Attendant	<ul style="list-style-type: none"> 6 days work week, able to work on weekend. 	<ul style="list-style-type: none"> Responsible for handling towels/linen/uniforms Ensure that accounting and recording of towels/linen/uniforms are correctly done Ensure that transferring of towels/linen/uniforms are correctly assigned and placed 	<ul style="list-style-type: none"> 6 day / week, 44 hours per week North



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> To perform quality check at each section and towels/linen/uniforms accordingly To ensure daily housekeeping are carried out Any other assigned duties by the company 	
Maintenance Officer 	<ul style="list-style-type: none"> Diploma/Degree with at least 5 years relevant working experience 	<ul style="list-style-type: none"> To manage tenant's fit-out/ reinstatement works 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 	<ul style="list-style-type: none"> 5.5 days/ week, 44 hr per week Central
Projects Manager 	<ul style="list-style-type: none"> Candidate must possess Tertiary or equivalent qualification in Project Management / Facilities Management / Engineering or equivalent. 8 years or above relevant experience. 	<ul style="list-style-type: none"> Lead and direct 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. 	<ul style="list-style-type: none"> 5 days/ week, 44 hr per week East / West


Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> 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. 	
Property Executive 	<ul style="list-style-type: none"> Diploma in relevant discipline from recognized institution with min 3 years of relevant working experience. Singapore Citizen or PR. 	<ul style="list-style-type: none"> 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 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. 	<ul style="list-style-type: none"> 5.5 days/ week, 44 hr per week Central
Quantity Surveyor 	<ul style="list-style-type: none"> Candidate should at least possess a relevant 	<ul style="list-style-type: none"> Responsible for providing administrative support to 	<ul style="list-style-type: none"> 5 days/ week, 44


Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	Singapore Trade Diploma or equivalent recognized by Singapore Government	maintain proper records and accounting books. <ul style="list-style-type: none"> • Handling project claims for the IBC (eg monthly payment claims, computation of final BQ etc) for submission to the FMM for their processing. • Ensure timely and complete submissions. • Review quotation rates, and certify Contractors' invoices to ensure that the invoices tally with the COP and/ or Purchase Orders where applicable. • They shall conduct regular meetings with relevant parties for cost management discussion including Claim Valuation, closing of Final Account (FA) and etc. • Support of maintenance and project works function • Prepare cost estimate • Prepare and report financial projection and budgetary control including monitoring of contract and provisional sums. • Evaluate and carry out joint measurement with Contractors (e-PO, Final BQ, etc.) • Check & verify quotations / "star rate" items / market sensing • Administer term contractors ah-hoc works • Responsible for performing administrative tasks such as data entry, document filing, and supporting departmental needs, attendance compilation and etc. • Any other ad-hoc assignments assigned by the Management 	hr per week <ul style="list-style-type: none"> • East
Security Officer (SO/ SSO)	<ul style="list-style-type: none"> • Candidate must possess at least a Primary/Secondary School/"O" Level, any field. 	<ul style="list-style-type: none"> • Conduct security monitoring with the use of surveillance systems, detect and report security breaches 	<ul style="list-style-type: none"> • 5 days, 6 days / week; 44 hours per week


Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> 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 holiday when necessary. Must be able to meet the physical requirements of the job which include long hours of patrolling and standing. 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Various Sites Across Singapore
Senior Software Engineer 	<ul style="list-style-type: none"> At least a Diploma's in computer science, Engineering, or a related field At least 3 years of experience in software development support or application support experience. Experience with a CI/CD tool Experience in memory caching techniques and tools. Experience with cloud services such as AWS, Azure, GCP Experience with scripting languages (e.g., Python, Bash) Experience with containerization & orchestration systems 	<ul style="list-style-type: none"> Execute full software development life cycle (SDLC). Design and development of application solutions in various programming languages and framework. Create flowcharts, layouts and documentation to identify requirements and solutions. Develop and maintain a high standard of code quality, documentation, and system reliability. Write clean, maintainable, and efficient code in various backend languages such as PHP, Python/Java. Prioritise security best practices in all aspects of development and data handling. Collaborate with cross-functional teams to deliver high-quality software solutions. 	<ul style="list-style-type: none"> 5 days / week; 44 hours per week


Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	like Kubernetes & Docker.	<ul style="list-style-type: none"> • Provide technical support to users and liaise with development teams for maintenance and updates required. • Any other ad-hoc as assigned by Management 	
Senior/ Accountant 	<ul style="list-style-type: none"> • Degree in Finance, Accounting, or related field. • Minimum 2-3 years of relevant experience in finance, accounting, or auditing. • Strong understanding of FRS, tax regulations, and compliance requirements. • Proficiency in financial software (Navision) and MS Excel. • Excellent analytical, problem-solving, and communication skills. • Ability to work independently and as part of a team in a fast-paced environment. 	<ul style="list-style-type: none"> • 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. • Monitor cash flow and forecast short-term funding needs for assigned entity(s). • Prepare and timely submit GST returns for assigned entity(s). • 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. • Continuously seek process improvements to enhance efficiency and accuracy in financial operations. • Assist Senior manager in liaison with Taiwan CPA/finance/operations related to financial, banking, audit and tax related matters • Any other adhoc assignment by Senior manager/CFO 	<ul style="list-style-type: none"> • 5 days / week; 44 hours per week • Katong Shopping Centre
Senior/ Operations Manager 	<ul style="list-style-type: none"> • Degree in Engineering /Building/Facilities/Estates Management or relevant disciplines with proven mgmt. background and managed est. 20,000 	<ul style="list-style-type: none"> • Oversee supply chain delivery, ensuring service quality • Ensure accurate and timely financial reporting and billing • Manage staff performance, development and recruitment 	<ul style="list-style-type: none"> • 5.5 days / week; 44 hours per week • West

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	sqm in the past 5 yrs. 8 yrs or above relevant experience	<ul style="list-style-type: none"> 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. 	
Senior/ Operations Manager 	<ul style="list-style-type: none"> Degree in Engineering /Building/Facilities/Estat e Management or relevant disciplines with proven mgmt. background and managed est. 20,000 sqm in the past 5 yrs. 8 yrs or above relevant experience Singaporean/PR 	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> 5.5 days / week; 44 hours per week Various sites across Singapore
Site Coordinator 	<ul style="list-style-type: none"> Candidate must possess a recognized Diploma in Civil/Structural/Mechanical/Electrical Engineering, Building Science, Building Management, Building Services Engineering or at least 3 years of relevant working experience in the building construction industry Ability to work in fast-paced environment. Preference will be given to those who has work experience in HDB system as well as 	<ul style="list-style-type: none"> Liaise with external parties/authorities for on-site works Co-ordinate and oversees the keys movement to ensure that they are promptly returned or picked up from HDB or our appointed contractors for sprucing works according to the stipulated requirement and vice-versa. To report to SO Rep on status update / any delay in completion of works, upon request. Submit photographs of the completed works in the flat (in both tenanted and vacant flats) promptly for SO rep's assessment. Manage A&A and R&R of minor upgrading works 	<ul style="list-style-type: none"> 5.5 days / week; 44 hours per week Across Singapore

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	maintenance and ad-hoc works.		
Site Engineer 	<ul style="list-style-type: none"> Diploma in Electrical /Mechanical Engineering or equivalent recognised by Singapore Government or other professional bodies such as Professional Engineers Board or Institution of Engineers. Min. 3 years of relevant working experience is required. 	<ul style="list-style-type: none"> Oversee and supervise trade contractors / specialists in handling the M&E operations within each bundle. Serve as the main contact point between CBM and MHA representatives on-site. Assist and report directly to Operation Manager (OM) in all operation & maintenance concerns Oversee the facilities management within the premises Compiling the monthly servicing report and tabulations Assist to develop and implement of Standard Operating Procedures (SOP) as and where necessary 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 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 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 	<ul style="list-style-type: none"> 5 days / week; 44 hours per week West

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> 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. 	
Technical Executive 	<ul style="list-style-type: none"> Candidate must possess at least a Diploma in Facilities Management, Engineering, Estate Management or other relevant qualifications from a recognized institute with minimum 3 years relevant experience. Possess WSHO/FSM or other relevant certificates. 	<p>1) Assist and report directly to Building Manager (DBM) in all operation & maintenance concerns:</p> <ul style="list-style-type: none"> - 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 <p>2) Interfacing with the clients:</p> <ul style="list-style-type: none"> - 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. <p>3) Coordinate and manage projects:</p> <ul style="list-style-type: none"> - 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 <p>4) Leading the on-site technical teams:</p> <ul style="list-style-type: none"> - Provide guidance, training and supervision to technical staffs to ensure proper execution of assigned task 	<ul style="list-style-type: none"> 5 days / week; 44 hours per week East

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> - Planning of maintenance schedule - Review and planning monthly maintenance schedule - Oversee all work is carried out timely and smoothly by the staffs <p>5) Any other ad-hoc assignments assigned by the Management.</p>	
Technical Officer 	<ul style="list-style-type: none"> • Relevant qualifications from a recognized institute with minimum 3 years relevant experience. - Singaporean/PR/Foreigner 	<p>1) Assist and report directly to Facility Operations Manager in all operation & maintenance concerns:</p> <ul style="list-style-type: none"> - 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 <p>2) Interfacing with the clients:</p> <ul style="list-style-type: none"> - 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. <p>3) Coordinate and manage projects:</p> <ul style="list-style-type: none"> - 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 <p>4) Leading the on-site technical teams:</p> <ul style="list-style-type: none"> - Provide guidance, training and supervision to technical staffs to 	<ul style="list-style-type: none"> • 5 days / week; 44 hours per week • West



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		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 5) Any other ad-hoc assignments assigned by the Management.	
Technician 	<ul style="list-style-type: none"> Candidate must possess at least a "N" Level and above / NITEC with 2 years of relevant experience 	<ul style="list-style-type: none"> 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 to breakdown, servicing, repairing and emergency requests Any work assigned by Superior 	<ul style="list-style-type: none"> Across Singapore


#2 Jardine Engineering Singapore


Jardine Engineering Corporation (JEC), a member of the Jardine Matheson Group is one of Asia's leading providers of engineering expertise, technical services and project management services. Established in 1923, JEC today has over 4,000 staff in the region.

In Singapore, JEC began operations in 1998 and through organic growth and acquisitions over the years; we are now an established M&E engineering company in the buildings and industrial market. We offer in-depth expertise of ACMV solutions through our wholly-owned subsidiary, Thermal Private Limited, one of Singapore's leading ACMV service providers.

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
ACMV Project Engineer 	<ul style="list-style-type: none"> Diploma / Degree in Mechanical Engineering or its equivalent At least 3 years relevant experience in project management, preferably in handling ACMV and within construction industry Excellent project management skills, including the ability to manage timelines, budgets, and resources effectively. Experience and relevant knowledge in ACMV calculations including heat load, pump size, air flow rate, chilled water system performance, chiller sizing and configuration, fan sizing and more. Good interpersonal skills and pro-active in problem solving 	<ul style="list-style-type: none"> Assist Project Manager and site personnel in planning, execution, and completion of ACMV projects. Attend site tests and inspections to ensure quality standards and all health & safety requirements are adhered to. Supervise and liaise with relevant authorities, subcontractors, and workers on site to ensure quality standards and all health & safety requirements are met. Assist in the preparation of progress payment claims and variation orders as required. Analyze, manage, and track project costs against budget. Perform any other tasks assigned by the management. 	<ul style="list-style-type: none"> Mon to Fri 8.30a m to 5.30p m Sat 8.30a m to 12.30 pm Juron g East, S6099 33
ACMV Technician, Technical Service 	<ul style="list-style-type: none"> Nitec in Mechanical / Electrical / Electronic or related field Candidates with at least 2 years of related 	<ul style="list-style-type: none"> To carry out all preventive and breakdown maintenance for all Aircon equipment. Ensure safe keeping of hand tools and maintain good housekeeping. 	<ul style="list-style-type: none"> Mon to Fri 8am to 5pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	technical experience in chillers, ACMV equipment, switchboard, and generators will be an advantage <ul style="list-style-type: none"> • Candidates with no experience are welcome to apply (on Job Training) • Positive attitude, good interpersonal and customer-centric skills • Only Singaporeans may apply 	<ul style="list-style-type: none"> • Ensure all works are carried out safely and/or in accordance with safety procedures. • Provide technical advice and assistance on all maintenance functions. • Prepare service reports after every completed job for customer's endorsement. • Communicate with clients with regards to problems in equipment and post-job reports. • Any ad-hoc tasks given by supervisor or management. 	<ul style="list-style-type: none"> • Sat 8am to 12pm • Jurong East, S609933
Commercial Building Cleaner	<ul style="list-style-type: none"> • No working experience needed • With a "can-do" attitude, perform all duties assigned by Supervisor 	<ul style="list-style-type: none"> • Perform cleaning in the premises as directed. • Ensure safety measures are adhered to during operation. • Update job and log card record entries. • Washing of common restrooms. 	<ul style="list-style-type: none"> • 5 days /week • Morning: 7am to 5pm • Afternoon: 1pm to 11pm • Night: 9.30pm to 7.30am • Jurong East, S609933
Engineer, Facilities Management 	<ul style="list-style-type: none"> • Diploma in Mechanical/Electrical or Facilities Management or its equivalent • Certified Senior Fire Safety Manager will be considered a priority 	<ul style="list-style-type: none"> • Support in the facilities management services, which include M&E support of the building • Assist in the supervision of contractors in planning, coordination and execution of corrective, preventive maintenance, integrated system tests and annual building shutdown activities 	<ul style="list-style-type: none"> • 5.5 days / week • Rotating Shifts • Morning: 7am

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Assist in the preparation of regular reports for internal and external customers Assist in cost management and price negotiation with the vendors Support in other Ad-hoc project 	<ul style="list-style-type: none"> to 4pm Afternoon: 2pm to 11pm Night: 10.30 pm to 7.30am Jurong East, S609933
Technician, Facilities Management 	<ul style="list-style-type: none"> Nitec in Mechanical / Electrical or related field Candidates with 2 years or more related experience in Facilities Management will be an added advantage No experience is welcome to apply (on Job Training) Positive attitude, good interpersonal and customer-centric skills 	<ul style="list-style-type: none"> Perform daily operational activities which includes attending to customers' enquiries, needs and complaints. Perform preventive and breakdown technical support and maintenance for mechanical/electrical services, plumbing & sanitary services, Aircon servicing and maintenance, ACMV systems, chillers, and electrical control. 	<ul style="list-style-type: none"> 5.5 days / week Rotating Shifts Morning: 7am to 4pm Afternoon: 2pm to 11pm Night: 10.30 pm to 7.30am Jurong East, S609933

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e2i Services

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- SkillsFuture Advice

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Discover our Services at a Centre Near You

📍 **e2i Career Centre (DNI)**
Devan Nair Institute for Employment and Employability
80 Jurong East St 21 Level 2
Singapore 609607

Operating Hours

Mondays: 2:30pm to 5pm
Tuesdays to Fridays: 9am to 5pm
Saturdays: 9am to 1pm
Sundays & Public Holidays: Closed

📍 **e2i Career Centre (OMB)**
One Marina Boulevard
1 Marina Boulevard #B1-03
Singapore 018989

📍 **e2i Career Centre (OTH)**
ServiceSG Centre
Our Tampines Hub
1 Tampines Walk #01-21
Singapore 528523

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