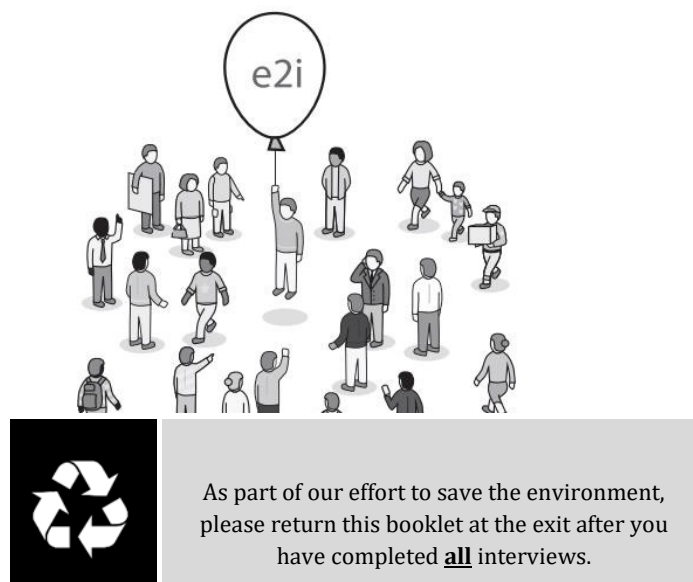


e2i Built Environment & HSBC LIFE (S) PTE LTD Job Fair @ Boon Keng MRT

JOB LISTING BOOKLET

Date: 22 August 2025 (Friday)
Time: 10am to 4pm



About e2i (Employment and Employability Institute)

e2i is the empowering network for workers and employers seeking employment and employability solutions. e2i serves as a bridge between workers and employers, connecting with workers to offer job security through job-matching, career guidance and skills upgrading services, and partnering employers to address their manpower needs through recruitment, training and job redesign solutions. e2i is a tripartite initiative of the National Trades Union Congress set up to support nation-wide manpower and skills upgrading initiatives. For more information, please visit www.e2i.com.sg

Fort Financial is an agency unit representing HSBC Life (Singapore) Pte Ltd, known as Lawrence Tan Organisation. We are diligent, ethical, and meticulous in all that we do and provide for our clients. With daily training and exposure with our various partners, we stay at the forefront of the continuously expanding industry. Our professionalism and commitment have made us our clients' Number One Choice.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Financial Planner	<p><u>Job Description:</u> Sales role Personal production Development of client base 1. Generate new business:</p> <ul style="list-style-type: none"> do a financial needs analysis for clients through a proper fact-find and needs analysis. recommend products and funds that meet the identified needs and risk profile of clients. explain how the recommended products and funds will meet the client's needs. advise clients on funds related transactions (e.g., fund switch, premiums re-direction) <p>2. Grow and keep the client base:</p> <ul style="list-style-type: none"> give quality after-sales service to clients. review clients' needs regularly and keep their insurance cover up to date. keep records of FNAs, policy illustrations, product summaries ect. These records must be returned to the Organisation's Director when the representative leaves the company or to ADD if the Director also leaves. <p>3. Duty to be up to date to:</p> <ul style="list-style-type: none"> know the latest regulatory requirements and use them in the sales process and when servicing clients. follow the guidelines issued by the company. be familiar with HSBC code of conduct and act accordingly. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> Diploma/Degree holder in any discipline. Language(s) required: Mandarin and English Strong communication and interpersonal skills. Self-motivated, proactive and results given. Ability to work independently and as part of a team. 	<ul style="list-style-type: none"> 5 days/week 9.30am-5.30pm Full time/Permanent Location: various
Agency Development Manager	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> The ADM is a representative who refers candidates to the unit manager. Helps the unit manager and learns on the job before being a manager. Personal production Growing the client base Referring to new candidates to the unit manager <p>Besides the functions listed under role of FP, an ADM performs these additional functions:</p> <ul style="list-style-type: none"> Refers potential candidates to unit manager <p>Develops an operation, marketing and action plan to refer candidates for recruitment.</p> <ul style="list-style-type: none"> Does marketing and business plan to grow the business. Helps supervisor administer and manage the business. This Does not include coaching and Joint fieldworks which must be done by the direct supervisor. 	<ul style="list-style-type: none"> 5 days/week 9.30am-5.30pm Full time/Permanent Location: various

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Helps the director or manager to meet the organisation sales and recruitment targets. Provides guidance to new FPs that were referred to the manager or director. <p>Keeps up to date and applies company, industry and regulatory guidelines.</p> <ul style="list-style-type: none"> be familiar with HSBC code of conduct and act accordingly. <p>Job Requirement:</p> <ul style="list-style-type: none"> Diploma/Degree holder in any discipline. Language(s) required: Mandarin and English Strong communication and interpersonal skills. Self-motivated, proactive and results given. Ability to work independently and as part of a team. 	
Financial Services Manager	<p>Job Description:</p> <ol style="list-style-type: none"> Recruit FPs. Manage and supervise FPs. Do personal sales. Develop a client base. <p>Recruit, coach, develop and monitor a team of up to 15 FPs who are compliant, productive and achieve their sales targets and persistency.</p> <p>General Responsibilities:</p> <ul style="list-style-type: none"> validate the FNAs and ILP related transactions of their FPs to ensure clients' affordability and product suitability. Do JFW Assessments and coaching with representatives. Have monthly meetings with their team and do make-up meetings with those absent. ensure all information required for fact find form were fully obtained and documented. ensure that insurance applications are duly completed by their representatives e.g., health questions are fully answered. <ol style="list-style-type: none"> Plan and execute a business strategy for growth. Plan for recruitment and grow the sales team. Develop and manage their FPs : lead his or her unit. <ul style="list-style-type: none"> coach and motivate FPs and build a highly professional, competent and productive team. check the quality of business and monitor persistency of FPs. effectively manage and monitor the professional conduct of the FPs. to check that FPs properly document the FNAs and insurance applications. that they follow industry, regulatory, company requirements and guidelines. ensure they meet compulsory training, CPD hours, coaching, JFW and meeting requirements. Administer and manage the business. Do personal sales to remain relevant and current. <ul style="list-style-type: none"> 6. Be familiar with HSBC code of conduct and act accordingly. <p>Job Requirement:</p> <ul style="list-style-type: none"> Diploma/Degree holder in any discipline. Language(s) required: Mandarin and English Strong communication and interpersonal skills. Self-motivated, proactive and results given. Ability to work independently and as part of a team. 	<ul style="list-style-type: none"> 5 days/week 9.30am-5.30pm Full time/Permanent <p>Location: various</p>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location

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e2i services

- Career Coaching & Job Matching
- Skills Future Advice

We have compiled a list of resources for you to widen your search, sharpen your skills, and receive funding support.

Meet an e2i Career Coach

For jobseekers who need to speak to a career coach for career advisory and support, they can make an appointment online to meet up with an e2i coach for one-to-one coaching.



<https://e2i.com.sg/app>

You can also reach them at the following centres (By appointment only):

**e2i Career Centre
(Devan Nair Institute for Employment and Employability)**

80 Jurong East St 21,
Level 2, Singapore 609607

Operating Hours

Mondays: 2:30pm – 5:00pm
Tuesdays – Fridays: 9:00am – 5:00pm
Saturdays: 9:00am – 1:00pm

**e2i Career Centre
(One Marina Boulevard)**

1 Marina Boulevard, #B1-03,
Singapore 018989

Operating Hours

Mondays: 2:30pm – 5:00pm
Tuesdays – Fridays: 9:00am – 5:00pm
Saturdays: 9:00am – 1:00pm

**e2i Career Centre
(Our Tampines Hub)**

ServiceSG Centre Our Tampines Hub,
1 Tampines Walk, #01-21,
Singapore 528523

Operating Hours

Mondays: 2:30pm – 5:00pm
Tuesdays – Fridays: 9:00am – 5:00pm
Saturdays: 9:00am – 1:00pm

**e2i Career Centre
(Woodlands Civic Centre)**

ServiceSG Centre Woodlands,
900 South Woodlands Drive,
#03-01 Woodlands Civic Centre,
Singapore 730900

Or make an appointment at any of our 23 Jobs & Skills Centres located island wide:

<https://www.e2i.com.sg/locations/#SGUJSC>

NTUC Job Security Council's Telegram Channels

Be alerted to daily on the latest job vacancies from hiring companies

Subscribe to PMET Job-Alert

(e.g. Analysts, Engineers, Executives, Technicians etc)

<https://bit.ly/jsc-ja-pmet>

**Subscribe to Non-PMET Job-Alert**

(e.g. Temporary, Part-time jobs, Operators, Packer roles)

<https://bit.ly/jsc-ja-nonpmet>



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