

Built Environment Career Conversion Program Job Fair (Virtual)

JOB LISTING BOOKLET


Looking for job opportunities in the Built Environment sector?

No experience? No problem! **On-the-job training will be provided.**

Here's how to apply:

1. **Browse available job opportunities** in the job listing booklet.
2. **Sign up and fill in your details.**
3. **Send your resume to builtenv@e2i.com.sg**, indicating the **hiring employer and job title** you're keen to apply for.

✔ Shortlisted candidates will be contacted directly by the hiring employer for an interview.

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 ACE SECURITY CONSULTANTS PTE LTD

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Job Positions	Job Description / Job Requirement	Working Hours / Location
<p>Business Development Manager</p>	<p>Job Description: We are seeking a results-driven and experienced Business Development Manager to expand our presence in the security industry. The ideal candidate will have a strong understanding of security services and technologies (e.g., manned guarding, CCTV, access control, alarm systems, or remote monitoring). You will be responsible for identifying new business opportunities, developing client relationships, and contributing to the growth of the company’s client base and revenue.</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Identify and develop new business opportunities in sectors such as commercial, industrial, government, residential, and critical infrastructure. • Promote a range of security solutions including physical security (guarding), electronic security (CCTV, access control), integrated systems, and remote monitoring. • Prepare and deliver compelling sales presentations and proposals to prospective clients. • Conduct site surveys to assess client needs and recommend appropriate security solutions. • Build and maintain long-term relationships with key stakeholders, decision-makers, and influencers. • Negotiate and close contracts while ensuring client satisfaction and compliance with company policies. • Collaborate with operations and technical teams to ensure seamless service delivery. • Monitor market trends, competitor activities, and customer feedback to identify opportunities for innovation or service improvement. • Maintain accurate CRM records, sales reports, and revenue forecasts for management review. • Attend industry events, exhibitions, and trade shows to network and promote the company brand. 	<ul style="list-style-type: none"> •

#2 ADVANCER IFM PTE LTD

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Job Positions	Job Description / Job Requirement	Working Hours / Location
<p>IFM Executive</p>	<p>Job Description:</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • To be the key point of contact concerning facilities for employees, clients and vendors. • Assist in managing various facilities services including security, cleaning, pest control and management, landscape, utilities and maintenance. • Assist in developing and implementing facilities management strategies aligned with organizational goals, focusing on efficiency, cost-effectiveness, and sustainability. • Ensure the facilities, procedures and services program maintain compliance with all applicable regulations and agency audit. • Monitor budgets and expenses related to facilities operations. • Identify and implement process improvements to enhance efficiency and effectiveness. • Ensure timely services reports submission/collation, scrutinize findings, follow up action, timely/proper execution. • Respond to emergency situations, ensuring timely and effective resolution of issues. <p>Job duties:</p> <ul style="list-style-type: none"> • Monitor and ensure cleaning standards in the facilities are maintained. • Monitor and ensure landscape service standards are met. • Oversee pest control activities and address pest related issues promptly and efficiently. • Monitor and ensure a safe and secure environment for the facilities. • Conduct regular checks on the ground to ensure the facilities are well maintained. • Conduct meetings of the management corporation, preparation and minutes of meetings. • Carry out plans and programmes in accordance with guidelines and standard operating procedures. 	<ul style="list-style-type: none"> •

#3 CHEE GEEN INTERIOR PTE. LTD.

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Job Positions	Job Description / Job Requirement	Working Hours / Location
<p>Project Manager</p>	<p>Job Description: Project Manager is a pivotal leader in driving Chee Geen Interior's expertise and growth within the specialized market of kitchen sets and cabinets, while also playing a crucial role in the upskilling and career development of our design and sales professionals focused on these products. This individual will be responsible for overseeing the entire lifecycle of kitchen and cabinet projects, from design and material selection to installation and client satisfaction. The Project Manager will be instrumental in expanding our offerings in this niche, identifying new design trends and material innovations, and contributing to the overall strategic direction of the company, directly impacting our ability to innovate, expand our service offerings, and ensure our workforce remains future-ready. This commitment to talent development is essential for our sustained growth and competitive positioning in the interior design and renovation industry in Singapore.</p> <p>Key Responsibilities</p> <p><u>Strategic Product Planning & Execution</u></p> <ul style="list-style-type: none"> • Develop and implement comprehensive strategies and action plans aligned with company objectives to achieve and exceed sales targets for kitchen set and cabinet projects (residential, commercial, hospitality). • Conduct thorough market research and competitor analysis specific to kitchen and cabinet trends, materials, and technologies to identify emerging opportunities and potential threats. • Forecast annual, quarterly, and monthly sales revenues for kitchen sets and cabinets and prepare detailed reports for senior management, providing insightful analysis and recommendations. • Foster a culture of continuous learning, knowledge sharing, and customer centricity within the kitchen and cabinet team, promoting best practices and innovative design and sales approaches. • Set clear performance quotas and monitor team performance related to kitchen and cabinet projects, implementing corrective actions and providing targeted training interventions as needed. <p><u>Business Development & Client Relationship Management (Kitchen & Cabinet Focus)</u></p> <ul style="list-style-type: none"> • Actively identify and pursue new business opportunities specifically for kitchen sets and cabinets, including lead generation, networking with suppliers and developers, and attending industry events. • Cultivate and maintain strong, long-lasting client relationships focused on their kitchen and cabinet needs, ensuring exceptional service delivery from initial consultation to project completion. • Prepare and deliver compelling design presentations, proposals, and contracts for kitchen and cabinet projects to prospective clients. • Negotiate terms and close deals effectively for kitchen and cabinet installations, ensuring profitability and client satisfaction. <p><u>Operations & Reporting (Kitchen & Cabinet Specialization)</u></p>	<ul style="list-style-type: none"> •

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Job Positions	Job Description / Job Requirement	Working Hours / Location
	<ul style="list-style-type: none"> Oversee the entire kitchen set and cabinet project cycle, from initial client brief and design conception to material sourcing, fabrication, installation, and final handover, ensuring efficiency and adherence to company standards. Utilize and optimize relevant software (e.g., CAD, design software, project management tools) to track project progress, manage customer data, and generate accurate forecasts for kitchen and cabinet projects, providing training to the team on effective tool usage. Collaborate closely with the design, project management, and sales teams to ensure seamless execution of kitchen and cabinet projects and client satisfaction, advocating for the team's training needs to enhance inter-departmental synergy. Develop and manage the budget for kitchen set and cabinet operations, ensuring optimal resource allocation for both operational activities and training initiatives. <p><u>Market Expansion & Innovation (Kitchen & Cabinet Specific)</u></p> <ul style="list-style-type: none"> Explore and recommend new kitchen and cabinet product lines, material innovations, design trends, or strategic partnerships to enhance Chee Geen Interior's competitive advantage and growth trajectory within this specialized market. Stay abreast of industry best practices, technological advancements, and regulatory changes specifically in kitchen design, cabinetry, and related construction sectors, integrating relevant new knowledge into team training programs. 	
<p>Sales Manager</p>	<p>Job Description: Job Summary: The Sales Manager is a pivotal leader in driving Chee Geen Interior's revenue growth and market share, while also playing a crucial role in the upskilling and career development of our sales professionals. This individual will be responsible for developing and executing strategic sales plans and fostering strong client relationships to achieve ambitious sales targets. The Sales Manager will be instrumental in expanding our client base, identifying new business opportunities and contributing to the overall strategic direction of the company, directly impacting our ability to innovate, expand our service offerings, and ensure our workforce remains future-ready. This commitment to talent development is essential for our sustained growth and competitive positioning in the interior design and renovation industry in Singapore.</p> <p>Key Responsibilities: <u>Strategic Sales Planning & Execution:</u></p> <ul style="list-style-type: none"> Develop and implement comprehensive sales strategies and action plans aligned with company objectives to achieve and exceed sales targets for various interior design and renovation projects (residential, commercial, hospitality). Conduct thorough market research and competitor analysis to identify emerging trends, market opportunities, and potential threats. Forecast annual, quarterly, and monthly sales revenues and prepare detailed sales reports for senior management, providing insightful analysis and recommendations. 	<ul style="list-style-type: none">

Job Positions	Job Description / Job Requirement	Working Hours / Location
	<ul style="list-style-type: none"> • Foster a culture of continuous learning, knowledge sharing, and customer centricity within the sales department, promoting best practices and innovative sales approaches. • Set clear sales quotas and monitor team performance, implementing corrective actions and providing targeted training interventions as needed. <p><u>Business Development & Client Relationship Management:</u></p> <ul style="list-style-type: none"> • Actively identify and pursue new business opportunities, including lead generation, cold calling, networking, and attending industry events. • Cultivate and maintain strong, long-lasting client relationships, understanding their needs and ensuring exceptional service delivery from initial contact to project completion. • Prepare and deliver compelling sales presentations, proposals, and contracts to prospective clients. • Negotiate terms and close deals effectively, ensuring profitability and client satisfaction. <p><u>Sales Operations & Reporting:</u></p> <ul style="list-style-type: none"> • Oversee the entire sales cycle, from lead qualification to project handover, ensuring efficiency and adherence to company standards. • Utilize and optimize CRM software to track sales activities, manage customer data, and generate accurate sales forecasts, providing training to the sales team on effective CRM usage. • Collaborate with the design, project management, and marketing teams to ensure seamless project execution and client satisfaction, advocating for the sales team's training needs to enhance inter-departmental synergy. • Develop and manage the sales budget, ensuring optimal resource allocation for both operational activities and training initiatives. <p><u>Market Expansion & Innovation:</u></p> <ul style="list-style-type: none"> • Explore and recommend new service offerings, market segments, or strategic partnerships to enhance Chee Geen Interior's competitive advantage and growth trajectory. • Stay abreast of industry best practices, technological advancements, and regulatory changes in the interior design and construction sectors, integrating relevant new knowledge into team training programs. 	

#4 CITYSPROUTS PTE LTD

A social enterprise whose core vision is to inspire communities through sprouting green spaces and programs. Through place-making, education and community engagements, we strive to transform the way people care about their connection with food and people. Join us in making a difference in our community!

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Job Positions	Job Description / Job Requirement	Working Hours / Location
<p>Business Development Executive</p>	<p>Job Description: As our Business Development Executive, you have strong business acumen in the green economy and enjoy being outdoors meeting people. This role is including strategizing business operations to meet Company’s vision and missions, diversifying and establishing new and viable revenue streams, generating leads, increasing client base and selling possibilities, mapping business strengths and customer needs, and developing and maintaining client relationships and corporate partnerships.</p> <ul style="list-style-type: none"> • Lead product / program development and improvement. • Conducting market research, identifying market gaps, designing and tailoring new programs for different target segments, training and testing operations team to execute deliver. • Conduct programs, oversee product / program quality control and sales recovery. • Liaise with various departments to ensure the smoothy of the operation programs. • Monitor and support company’s business growth • Any other ad hoc duties as assigned. 	<ul style="list-style-type: none"> •
<p>Marketing Executive</p>	<p>Job Description: As a Marketing Executive - Visuals Content Specialist, you will be responsible for crafting visually engaging and compelling graphics, images, and visual content to support our marketing efforts. Your role will involve designing and creating graphics for digital marketing campaigns, social media, websites, and other promotional materials to captivate our target audience, drive brand awareness, and enhance user engagement. and/or As a Marketing Executive - Videos Content Specialist, you will be responsible for conceptualizing, producing, and optimizing video content to engage, educate, and entertain our target audience. You will play a crucial role in our marketing efforts by using your creativity and technical skills to develop video content that drives brand awareness, promotes products or services, and ultimately leads to audience growth and conversion.</p> <ul style="list-style-type: none"> • Create eye-catching graphics and visual content for various marketing channels, including social media, email marketing, websites, and print materials. • Edit and enhance photographs and images to ensure they align with the brand's visual identity and meet marketing campaign requirements. • Collaborate with the marketing team to translate marketing messages and concepts into visually appealing and easy-to-understand graphics. • Ensure all graphics and images align with the company's branding guidelines and standards. • Craft compelling and SEO-optimized copywriting for content descriptions, captions, and related marketing materials. 	<ul style="list-style-type: none"> •

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Job Positions	Job Description / Job Requirement	Working Hours / Location
<p>Program Coordinator</p>	<p>Job Description: Would you like to work in an urban farm and run programmes around different facets of sustainability? City Sprouts is looking for a passionate and dedicated person to join us as a Programme Coordinator to plan, execute and run educational, fun, enriching programs such as tours, workshops, courses and events. A good Programme Coordinator will be able to:</p> <ul style="list-style-type: none"> • Oversee a programme from set up to execution. • Able to adapt and deliver programmes to a wide range of target audiences. (eg. Deliver an engaging 60 mins tour) • Excited to meet new people and share about City Sprouts. • Enjoy being in the outdoors and have an interest in all things' nature. • Possess good communication and organisational skills, able to work in a team. • Deliver engaging programmes catered to all ages • Oversee coordination and implementation of on-site and off-site activations e.g. scheduling of programs, providing logistical support, liaison and relationship management with clients and vendors or stakeholders involved in the execution of programs. • Any other ad hoc duties as assigned. 	<ul style="list-style-type: none"> •
<p>Program Manager</p>	<p>Job Description: The Program Manager is a key leadership role responsible for the strategic planning, execution, and oversight of all Citysprouts programs. This role requires a blend of visionary thinking, operational excellence, and team leadership to ensure that programs achieve their intended impact and contribute to the long-term goals of the organization.</p> <ul style="list-style-type: none"> • Develop and implement the overall strategy for Citysprouts' programs, ensuring alignment with the organization's mission and vision for sustainability and community engagement. • Lead the planning, execution, and evaluation of all programs, ensuring they meet or exceed objectives in terms of participation, impact, and quality. • Guide and mentor the program team, fostering a collaborative and high-performance culture that drives innovation and excellence. • Build and maintain strong relationships with key stakeholders, including community partners, clients, vendors, and internal teams, to enhance program outcomes and organizational reputation. • Oversee program budgets, ensuring financial efficiency and sustainability while maintaining high standards of program delivery. • Identify opportunities for new program initiatives and enhancements to existing offerings, based on community needs and organizational goals. • Develop and implement metrics to assess the impact and effectiveness of programs, using data-driven insights to inform strategic decisions. • Address any challenges or issues that arise during program execution, ensuring quick resolution and maintaining program integrity. 	<ul style="list-style-type: none"> •

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Job Positions	Job Description / Job Requirement	Working Hours / Location
	<ul style="list-style-type: none"> Take on additional responsibilities as needed to support the organization’s overall mission and growth. 	
<p>Senior Program Coordinator</p>	<p>Job Description: Are you passionate about urban farming and sustainability? City Sprouts is looking for a dedicated and experienced individual to join us as a Senior Programme Coordinator. In this role, you will lead our team in planning, executing, and managing educational, fun, and enriching programs such as tours, workshops, courses, and events.</p> <p><u>A successful Senior Programme Coordinator will be able to:</u></p> <ul style="list-style-type: none"> Lead and mentor a team of program coordinators. Collaborate with various departments, vendors, and stakeholders. Positive reviews and high satisfaction rates from participants. Possess excellent communication and organizational skills and work effectively in a team. Excited to meet new people and share about City Sprouts. Enjoy being in the outdoors and have an interest in all thing’s nature. Lead and mentor a team of program coordinators, fostering a collaborative and productive work environment. Coordinate with other Heads of Departments (HODs) including Operations, Marketing, and Business Development to align program goals with organizational objectives. Act as a representative of the group of Companies such as City Sprouts, Vidacity, VIVITA SG Limited to meeting new people, and sharing the organization's mission and values. Provide excellent customer service, addressing participant inquiries and feedback promptly and professionally. Enjoy being outdoors and have an interest in nature, reflecting the core values of the group of Companies. Oversee the planning, setup, execution, and evaluation of programs, ensuring they run smoothly and meet participant expectations. Manage relationships with external vendors, ensuring all logistical needs are met for program delivery. Any other ad hoc duties as assigned. 	<ul style="list-style-type: none">

#5 CREATEMAKE PROJECTS PRIVATE LIMITED

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Job Positions	Job Description / Job Requirement	Working Hours / Location
<p>Interior Designer</p>	<p>Job Description: Job Summary: The Interior Designer will conceptualize and create innovative interior design solutions for a variety of projects, ensuring functionality, aesthetics, and client satisfaction. This role involves collaborating closely with clients, project managers, and contractors to bring design concepts to life while adhering to budget and timelines.</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Develop creative and functional interior design concepts based on client requirements. • Produce detailed drawings, layouts, 3D renderings, and presentations for client approvals. • Source materials, furniture, fixtures, and finishes that align with project vision and budget. • Collaborate with project managers, contractors, and suppliers to ensure design intent is executed accurately. • Conduct site visits to monitor project progress, quality, and compliance with design specifications. • Stay updated with current design trends, materials, and technologies. • Prepare project documentation, specifications, and reports as needed. • Manage multiple projects simultaneously, ensuring deadlines and quality standards are met. 	<ul style="list-style-type: none"> •
<p>Project Manager</p>	<p>Job Description: Job Summary: The Project Manager will oversee and manage projects from initiation to completion, ensuring they are delivered on time, within scope, and on budget. The role involves coordinating with clients, internal teams, and external vendors to ensure seamless project execution while maintaining high standards of quality and safety.</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Plan, execute, and finalize projects according to strict deadlines and within budget. • Define project scope, goals, deliverables, and schedules in collaboration with clients and stakeholders. • Coordinate internal teams and third-party contractors to ensure all aspects of the project are aligned. • Monitor project progress and performance, identifying risks and implementing mitigation strategies. • Prepare and present regular project reports, updates, and documentation to management and clients. • Ensure compliance with company standards, regulatory requirements, and quality guidelines. • Manage project budgets, track expenditures, and optimize resource allocation. • Lead project meetings, facilitate communication, and resolve issues promptly. • Foster a collaborative and productive work environment, supporting team development. 	<ul style="list-style-type: none"> •

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Job Positions	Job Description / Job Requirement	Working Hours / Location
<p>Office Operation Manager</p>	<p>Job Description: Job Summary: The Office Operations Manager will oversee and manage the day-to-day administrative, operational, and support functions of the company. This role ensures smooth office operations, efficient resource management, and effective coordination between departments, supporting the company’s overall growth and project execution.</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Manage daily office operations, including administrative, HR, procurement, and facilities management. • Develop and implement office policies, procedures, and standard operating procedures (SOPs) to improve efficiency. • Oversee budgeting, expense tracking, and resource allocation for operational needs. • Coordinate with project teams, management, and external vendors to ensure smooth workflow and timely support. • Supervise and guide administrative staff, providing training and performance management. • Ensure compliance with regulatory requirements and company policies. • Maintain office systems, records, and reporting for management decision-making. • Support senior management with strategic planning, scheduling, and operational initiatives. • Facilitate interdepartmental communication and foster a collaborative work environment. 	<ul style="list-style-type: none"> •

#6 EMINENT PEST CONTROL PTE LTD

Job Positions	Job Description / Job Requirement	Working Hours / Location
Finance Manager	<p>Job Description: Job Summary: The Finance Manager is responsible for managing the company's full spectrum of financial activities, including budgeting, financial reporting, cash flow management, compliance, and strategic financial planning. The role supports management in making sound financial decisions to drive sustainable growth and operational efficiency.</p> <p>Key Responsibilities:</p> <p>Financial Planning & Analysis</p> <ul style="list-style-type: none"> • Prepare monthly, quarterly, and annual financial statements and management reports. • Analyze financial performance, profitability, and cost efficiency. • Develop budgets, forecasts, and long-term financial plans. <p>Accounting & Bookkeeping</p> <ul style="list-style-type: none"> • Oversee day-to-day accounting operations, including AR/AP, general ledger, and bank reconciliations. • Ensure timely and accurate closing of monthly and year-end accounts. • Maintain proper documentation and records in accordance with statutory requirements. <p>Cash Flow & Treasury Management</p> <ul style="list-style-type: none"> • Monitor cash flow, collections, and disbursements to ensure liquidity. • Manage banking relationships and optimize fund utilization. <p>Compliance & Taxation</p> <ul style="list-style-type: none"> • Ensure compliance with IRAS, ACRA, GST, CPF, and other local statutory obligations. • Liaise with external auditors, tax agents, and company secretaries. • Oversee corporate filings and statutory audits. <p>Internal Controls & Process Improvement</p> <ul style="list-style-type: none"> • Establish and enforce accounting policies and internal control procedures. • Recommend improvements to financial systems, processes, and software. <p>Business Support & Strategy</p> <ul style="list-style-type: none"> • Work with management to evaluate financial feasibility of projects or tenders. • Support grant applications, subsidy tracking, and government funding claims. • Provide cost-benefit analysis and scenario planning for business expansion or procurement. 	<ul style="list-style-type: none"> •
Operations Manager	<p>Job Description: Job Summary: The Operations Manager is responsible for overseeing the end-to-end service operations of the pest control company. This includes workforce planning, service delivery, compliance, customer satisfaction, and process optimization. The role ensures all pest control activities are carried out efficiently, safely, and in compliance with NEA regulations.</p> <p>Key Responsibilities:</p> <p>Operational Management</p>	<ul style="list-style-type: none"> •

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Job Positions	Job Description / Job Requirement	Working Hours / Location
	<ul style="list-style-type: none"> • Oversee daily deployment of pest control teams to job sites. • Manage scheduling, resource planning, and route optimization. • Ensure smooth execution of services, including corrective and preventive treatments. • Compliance & Quality Assurance • Ensure all services comply with NEA, HSE, and internal SOPs. • Conduct audits and site visits to monitor service quality. • Maintain accurate service reports, safety records, and equipment logs. • Team Leadership • Supervise field supervisors, technicians, and support staff. • Conduct training, mentoring, and performance evaluations. • Ensure team certifications (e.g. NEA licenses) are up to date. • Client & Contract Management • Serve as point of contact for key clients and high-value contracts. • Handle escalations and provide technical input for complex service issues. • Ensure timely renewal and execution of service contracts. • Budgeting & Cost Control • Monitor operational costs, optimize resources, and control waste. • Track KPI metrics such as job completion rates, repeat cases, and customer satisfaction. • Support finance team in billing accuracy and job profitability. • Process Improvement & Strategy • Identify inefficiencies and recommend improvements to workflows or systems. • Collaborate with sales and marketing to support business growth. • Implement technology or tools to enhance service tracking and communication. 	

#7 EXCELTEC PROPERTY MANAGEMENT PTE LTD

Job Positions	Job Description / Job Requirement	Working Hours / Location
Building Supervisor	<p>Job Description: The duties of the Building Supervisor shall include but not limited to the following:</p> <ul style="list-style-type: none"> • Working in a team to manage daily works. • Involve in inspection of horticultural works, upgrading building projects and building maintenance issues. • Liaising with contractors and attending to improvement works and feedback from the customers. • In addition, you are required to participate in various meetings with the customers and assist the Account Managers in management reporting as required by the customers. • Perform routine daily inspections around the building and surrounding areas to check for building defects, safety issues and non-compliance of building regulation • Plan and schedule preventive maintenance and identify improvement works. • Supervise the contractor's work. • Update maintenance records and stock inventory in the system. • Attend to tenants' requests, feedback and complaints. • Monitor tenancy fit out and building improvement works • Response/Operate the fire alarm system. • Oversee the operations for cleaning services, security system, landscaping, pest control and car park operations • Any other duties as assigned. 	•
Property Executive	<p>Job Description: The duties of the Property Executive shall include but not limited to the following:</p> <ul style="list-style-type: none"> • Assists the Condominium/Complex Manager in ensuring the smooth operations and effective management of the estate. • Handles all office routine. • Supervises the office staff. • Help coordinate the building supervisor, fire safety manager and the technicians. • In charge of the management, bookings, and maintenance of all MCST facilities. • Planning, organising activities, decoration during major festive seasons E.g. Chinese New Year, Hari Raya, Easter, Moon Cake Festival, National Day, Christmas etc. • To assist the Condominium/Complex Manager in the daily operation and administrative works. 	•
Property Officer	<p>Job Description: The duties of the Property Officer shall include but not limited to the following:</p> <ul style="list-style-type: none"> • Assists the Condominium/Complex Manager in ensuring the smooth operations and effective management of the estate. • Handles all office routine. • Supervises the office staff. • Help coordinate the building supervisor, fire safety manager and the technicians. • In charge of the management, bookings, and maintenance of all MCST facilities. 	•

Job Positions	Job Description / Job Requirement	Working Hours / Location
	<ul style="list-style-type: none"> • Planning, organising activities, decoration during major festive seasons E.g. Chinese New Year, Hari Raya, Easter, Moon Cake Festival, National Day, Christmas etc. • To assist the Condominium/Complex Manager in the daily operation and administrative works. 	
Senior Property Officer	<p><u>Job Description:</u> The duties of the Property Officer shall include but not limited to the following:</p> <ul style="list-style-type: none"> • Assists the Condominium/Complex Manager in ensuring the smooth operations and effective management of the estate. • Handles all office routine. • Supervises the office staff. • Help coordinate the building supervisor, fire safety manager and the technicians. • In charge of the management, bookings, and maintenance of all MCST facilities. • Planning, organising activities, decoration during major festive seasons E.g. Chinese New Year, Hari Raya, Easter, Moon Cake Festival, National Day, Christmas etc. • To assist the Condominium/Complex Manager in the daily operation and administrative works. 	<ul style="list-style-type: none"> •
Senior Operations Executive	<p><u>Job Description:</u> The duties of the Senior Operations Executive shall include but not limited to the following:</p> <ul style="list-style-type: none"> • Monitor daily operations of soft services (e.g., cleaning, security, landscaping) to ensure quality and performance standards. • Coordinate with service providers and in-house teams to address issues and ensure timely resolution. • Conduct regular inspections and audits to maintain cleanliness, safety, and service efficiency. • Assist in procurement, contract administration, and performance review of soft service vendors. • Support budgeting and cost control for soft services operations. • Handle feedback and liaise with clients to maintain service excellence. • Any other duties as assigned. 	<ul style="list-style-type: none"> •

#8 GREENHOOD PTE LTD

Greenhood is Singapore’s only high-tech farm on HDB rooftop. As a highly energetic start-up in a fast growing industry, we are passionate to look for ways to make our everyday urban lives greener and more sustainable. We started up the company to bring together our neighbourhood community to share this common vision and progress towards our goal together.

As one of the winners of the first-ever HDB rooftop tenders for urban farming, we are excited to play our part in our journey towards Singapore’s 30 x 30 vision on food security. Our Controlled Environment Agriculture (CEA) based hydroponic farm uses our own innovative growing systems and energy-efficient techniques. This allows us to stay true to our goal of producing fresher, pesticide-free and tastier produce in a sustainable manner and closer to our community.

Job Positions	Job Description / Job Requirement	Working Hours / Location
<p>Line Operator /Farm Grower</p>	<p>Job Description: The Line Operator/ Urban Farm Grower will be an instrumental addition to our grower team working directly with the Urban Farm Manager to get our farm growing! The role entails supporting the overall running of the farm’s operations, including but not limited to:</p> <ul style="list-style-type: none"> • Follow the outlined production plans and crop schedules for daily germination, transplanting, harvesting processes • Following the Standard Operating Procedures for the farm for growing and packaging of produce and pest detection and management • Support the team in achieving production and operational targets • Proactively support in monitoring of produce quality and report any incidents 	<ul style="list-style-type: none"> •

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#9 GWS LIVING ART PTE LTD

Founded in 2017, **GWS Living Art** was born out of Chop Ching Hin Pte Ltd, one of the top green commodity suppliers in Southeast Asia which was established in 1987. We take pride in promoting sustainable living and creating a green environment that is appealing to our urbanised cities.

GWS Living Art is on a mission to promote and advance the use of nature-based solutions in creating sustainable and liveable communities. We believe that nature provides us with the answers to many of the challenges faced by our cities, and we are dedicated to leveraging this power to create liveable, healthy and thriving environments.

Job Positions	Job Description / Job Requirement	Working Hours / Location
Project Engineer	<p>Job Description:</p> <p>As a Project Engineer at GWS Living Art, you will work under the guidance of the Project Manager in the execution of construction projects, contributing to the successful execution of construction projects. This position offers excellent developmental potential, providing close mentorship to help you acquire technical expertise and management skills. With time and experience, successful candidates can progress toward careers in Project Management, Safety Management, or Professional Certifications.</p> <ul style="list-style-type: none"> • Collaborate with the Project Manager to develop detailed project plans, including manpower allocation, equipment scheduling, and logistics management. • Ensure seamless execution of operations while adhering to project timelines, budgets, and sustainability objectives. • Prepare and review comprehensive technical documents, such as construction drawings, to ensure accuracy and alignment with project specifications. • Work closely with design teams to integrate innovative green technologies into project deliverables. • Oversee and support day-to-day on-site operations, ensuring the smooth implementation of Green Wall and Green Roof systems. • Identify and troubleshoot technical issues, providing timely solutions to minimize disruptions. • Proactively contribute to the development and implementation of safety and risk management strategies during project execution. • Promote a safety-first culture and ensure compliance with regulatory standards and company protocols. • Coordinate with cross-functional teams, including architects, designers, and suppliers, to align engineering efforts with broader project goals. • Foster a collaborative environment that emphasizes innovation, quality, and sustainable practices. • Research and implement cutting-edge technologies and eco-friendly materials to enhance project outcomes. Provide feedback and recommendations to improve project workflows and sustainable engineering practices. • Assist with other responsibilities as assigned by management, contributing to the overall success of the company's projects and initiatives. <p>Job Requirement:</p> <ul style="list-style-type: none"> • Strong command in spoken and written communications in English. Command of a second language is a bonus. • 3-5 years' of experience in executing marketing or sales campaigns, or in a related professional field • Basic proficiency in Microsoft Office tools. • Familiarity with construction processes and principles. 	<ul style="list-style-type: none"> •

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Job Positions	Job Description / Job Requirement	Working Hours / Location
	<ul style="list-style-type: none"> • Knowledge of safety and risk management practices (preferred). • Experience using Autodesk software (e.g., AutoCAD, Revit, or BIM 360) is a plus. • Flexibility to work after office hours and on weekends 	
<p>Sales & Marketing Director</p>	<p>Job Description: GWS Living Art is seeking a dynamic and visionary Sales and Marketing Director to lead and execute the company’s growth strategy. The ideal candidate will have a strong background in data-driven decision-making, an innovative approach to leveraging technology, and a passion for understanding market dynamics to drive sustainable business success. Additionally, they should have a commitment to nature-based solutions and a career focused on reducing the impact of climate change.</p> <p><u>Strategic Leadership</u></p> <ul style="list-style-type: none"> • a. Develop and execute a comprehensive sales and marketing strategy to achieve company growth targets. • b. Lead, mentor, and manage a high-performing sales and marketing team. • c. Collaborate with cross-functional teams to align sales and marketing efforts with broader business goals. <p><u>Data Analytics and Insights</u></p> <ul style="list-style-type: none"> • a. Utilize advanced data analytics tools and techniques to analyze customer behaviors, sales trends, and market dynamics. • b. Monitor key performance indicators (KPIs) and prepare regular reports for senior leadership. • c. Implement data-driven strategies to optimize sales pipelines, improve customer engagement, and enhance ROI on marketing campaigns. <p><u>Technology Utilization</u></p> <ul style="list-style-type: none"> • a. Leverage modern CRM systems, marketing automation tools, and other digital platforms to enhance operational efficiency and effectiveness. • b. Identify and integrate emerging technologies to improve customer acquisition and retention. • c. Drive digital transformation initiatives to position GWS Living Art as an industry leader. <p><u>Market Research and Analysis</u></p> <ul style="list-style-type: none"> • a. Conduct thorough market research to understand industry trends, customer needs, and competitive landscapes. • b. Identify new market opportunities and recommend strategic initiatives to capture them. • c. Stay updated on regulatory changes, economic factors, and consumer preferences that could impact the business. <p><u>Revenue Growth and Customer Experience</u></p> <ul style="list-style-type: none"> • a. Drive revenue growth through innovative sales strategies and partnerships. • b. Ensure consistent delivery of an exceptional customer experience across all touchpoints. • c. Foster long-term relationships with key stakeholders and clients. <p>Job Requirement:</p> <ul style="list-style-type: none"> • Education: a. Bachelor’s degree in Marketing, Business Administration, or a related field (Master’s degree preferred). • Experience: a. Minimum 8–10 years of progressive experience, with at least 5 years in a leadership role. 	<ul style="list-style-type: none"> •

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Job Positions	Job Description / Job Requirement	Working Hours / Location
	<p>b. Proven track record in achieving revenue growth and expanding market share.</p> <p>c. Experience with events, education programs, workshops, or early-stage startup environments is preferred.</p> <ul style="list-style-type: none"> • Technical Skills a. Proficiency in data analytics tools (e.g., Tableau, Power BI, Google Analytics). b. Expertise in CRM platforms (e.g., Salesforce, HubSpot) and marketing automation tools (e.g., Marketo, Mailchimp). c. Strong understanding of digital marketing channels, SEO, and PPC campaigns. • Analytical and Decision-Making Skills a. Demonstrated ability to make data-driven decisions and deliver measurable results. b. Strong analytical mindset with the ability to translate insights into actionable strategies. • Leadership and Communication a. Excellent leadership, team-building, and interpersonal skills. b. Outstanding verbal and written communication abilities. • Adaptability and Innovation a. Ability to thrive in a fast-paced environment and pivot strategies based on market dynamics. b. Proven innovative thinker with a focus on leveraging technology to solve complex challenges. 	
<p>Senior Marketing Executive</p>	<p>Job Description:</p> <p>As a Senior Marketing Executive at GWS Living Art and Vidacity, you will take on a leadership role in driving the company's marketing initiatives. You will oversee strategy development, strengthen brand positioning, and build high-impact partnerships. Your work will be integral in expanding the company's market presence and achieving its sustainability-driven goals.</p> <ul style="list-style-type: none"> • Strategic Planning: Collaborate with the Director to design and implement forward-thinking marketing strategies, focusing on longterm growth and sustainability. • Campaign Leadership: Oversee and execute impactful B2B and B2C marketing campaigns, ensuring alignment with the company's vision and objectives. • Team Collaboration: Lead cross-departmental initiatives to ensure cohesive messaging and efficient campaign execution. • Digital Marketing Management: Spearhead digital marketing efforts, optimizing the company's presence on LinkedIn, Instagram, and the company website. • Partnership Development: Build and nurture relationships with key stakeholders, including industry leaders, clients, and collaborators. • Market Representation: Represent the company at events such as trade shows, conferences, and product launches, enhancing brand credibility and visibility. • Content Development: Develop and refine marketing materials, including brochures, presentations, and case studies, tailored for diverse audiences. • Performance Analytics: Track and evaluate the success of marketing initiatives, presenting insights to refine strategies. • Mentorship: Provide guidance and mentorship to junior marketing team members. <p>Job Requirement:</p> <ul style="list-style-type: none"> • Proven experience (5-7 years) in senior marketing roles, preferably in sustainability or related industries. 	<ul style="list-style-type: none"> •

Job Positions	Job Description / Job Requirement	Working Hours / Location
	<ul style="list-style-type: none">• Strong leadership skills with the ability to manage and motivate a team.• Proficiency in Adobe Creative Suite and digital marketing tools (e.g., Google Analytics, HubSpot).• Exceptional verbal and written communication skills in English. Proficiency in a second language is an advantage.• A results-driven mindset with strong analytical and strategic thinking abilities.• Willingness to work flexibly, including occasional weekends or afteroffice hours for events.	

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#10 ISS FACILITY SERVICES PRIVATE LIMITED

Job Positions	Job Description / Job Requirement	Working Hours / Location
Food Service Ambassador	<p>Job Description: Provide quality care services to patients in a ward setting by working closely with nurses to carry out food services to patients during breakfast, lunch, dinner and tea-breaks and liaise with kitchen to ensure sufficient supplies and pantry is clean and organized at all times.</p> <ul style="list-style-type: none"> • A good understanding of all the various diets available and its suitability for each patient. (e.g. therapeutic diets, soft diets, halal, non-halal). • Checking diet chart for accuracy before serving to patient. • Daily changing of water jugs and cups for patients. • Ensure diet chart and patient details are tally. • Take meal order for every patient at 4.00pm daily in the EMOS (Electronic Meal Ordering System) and practice service quality standards. • Serve breakfast, lunch, tea break and dinner on time • Clear food trays within the stipulated time. • Clean patient refrigerator weekly and ensure all food stores in the refrigerators are labelled. • Check and record all refrigerators' daily temperatures. Alert supervisors if the temperatures are not within the ideal range. • Daily upkeep patient pantry to ensure they are clean, tidy and organised. • Liaise with kitchen to ensure adequate supply of condiment supplies in the pantry (e.g. Stirrer, Sugar, Creamer, Milo, Butter, Jam) • Check and discard all expired food (e.g. Bread) • Wipe and clean patients' tables before and after meals • Upkeep ward food trolleys by making sure they are always clean and tidy. • Comply to all service quality, infection control, health and safety requirements by customer or ISS • Always follow every instruction on infection control and wear the appropriate Personal Protective Equipment (PPE). • Undertake duties or improvement projects assigned by superior. 	•
Healthcare Support Associate	<p>Job Description: Provide quality care services to patients in a ward setting by working closely with nurses to carry out cleaning of beds occupied by patients ready for discharge in accordance to SOPs and targets.</p> <ul style="list-style-type: none"> • Perform cleaning of beds according to SOPs and get them ready for the next patient ready for admission. • Able to handle e-system (eg. eHIMS) to communicate start and end of task. • Clear soiled linen and trash within patient area • Disinfect bed frame and its surrounding • Update and maintain bed discharge record • Keep clean and tidy at all times for all bed discharge trolleys and related equipment or machinery. • Comply to all service quality, infection control, health and safety requirements by customer or ISS 	•

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Job Positions	Job Description / Job Requirement	Working Hours / Location
	<ul style="list-style-type: none"> Follow every instruction on infection control and wear the appropriate personal protective safety (PPE) at all times. Undertake duties or improvement projects assigned by superior 	
<p>Sanitation Support Associate</p>	<p>Job Description:</p> <ul style="list-style-type: none"> Provide high standard of hygiene and cleanliness within the customer premises. Practice good service acts by greeting others, smiling and saying thank you (GST) to customers and colleagues. Project professional image with proper grooming standards by ensuring that overall appearance be pleasant, clean and neat. Perform cleaning duties in hospital wards and common areas in hospital and / or perform general duties in all areas of the hospitals. Focus on sanitizing and wiping high-frequency touch areas such as door handles/knobs, lift buttons, toilet seats and in patient ward areas such as bed rails, call buttons. Meet the cleanliness and hygiene standard and ensure compliance to Health & Safety Environmental procedures and practices. Report accidents/incidents to the superior promptly. Create great service experiences for customers through providing service personalization, verbal and non-verbal communication and building connections through empathetic service, rapport and going the extra mile. Maintain neat and organized janitorial/store areas. Undertake any duties/projects assigned by the Superior 	<ul style="list-style-type: none">
<p>Service Assurance Officer</p>	<p>Job Description:</p> <p>As a Service Assurance Officer, you will be responsible for ensuring that services meet the established standards set by ISS and the client. Duties include maintaining strong overall quality control of our services adhering to reliability, performance and customer expectation. Inspection of the service quality is part of the job with the obligation to report and document findings.</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> Perform routine quality inspections and audits daily on the service standards Monitor adherence to all the established SOPs on site to ensure service quality meets defined specifications and standards. Report to the Assistant Resident Managers (ARMs) to ensure all routine works are fulfilled. Document and report non-conformities and collaborate with relevant teams to implement corrective and preventive actions. Operate autonomous robotic and all cleaning machines efficiently and manage on-site systems while responding promptly to the system requirements or issues. 	<ul style="list-style-type: none">

#11 LEACOV SINGAPORE PTE LTD

Leacov Singapore Pte Ltd is a leading organization specializing in professional education, workforce development, consultancy services, and managing agency operations. With a diversified portfolio across education, corporate training, adult learning, management consultancy and expanded services targeting at MCST and Managing Agent clientele, and business advisory, Leacov continues to expand its brand leadership and industry influence.

We are establishing a dedicated Brand Management function to strengthen the visibility, positioning, and corporate reputation of Leacov and its affiliated companies. The Brand Manager will play a critical role in shaping Leacov's brand strategy, corporate image, stakeholder relationships, and digital presence.

Ultimately, the goal will be through the building and strengthening of LEACOV brand and its affiliated companies, its leads to increase in revenue and profit via existing products and services and as well as any new products and services.

Job Positions	Job Description / Job Requirement	Working Hours / Location
Brand Manager	<p>Job Description:</p> <p>Introduction to Role Leacov Singapore Pte Ltd is a leading organization specializing in professional education, workforce development, consultancy services, and managing agency operations. With a diversified portfolio across education, corporate training, adult learning, management consultancy and expanded services targeting at MCST and Managing Agent clientele, and business advisory, Leacov continues to expand its brand leadership and industry influence.</p> <p>We are establishing a dedicated Brand Management function to strengthen the visibility, positioning, and corporate reputation of Leacov and its affiliated companies. The Brand Manager will play a critical role in shaping Leacov's brand strategy, corporate image, stakeholder relationships, and digital presence.</p> <p>Ultimately, the goal will be through the building and strengthening of LEACOV brand and its affiliated companies, its leads to increase in revenue and profit via existing products and services and as well as any new products and services.</p> <p>Purpose of the Role The Brand Manager will be responsible for developing, promoting, and safeguarding the corporate brand identity of Leacov and its affiliated companies. This role encompasses brand development, corporate communications, stakeholder engagement, digital visibility, and institutional partnerships. The focus is on enhancing Leacov's positioning as a trusted leader in education, training, management consultancy, outsourced and vendor services.</p> <p>Key Responsibilities</p> <p>1. Corporate Brand Strategy Development</p> <ul style="list-style-type: none"> • Formulate brand strategies that position Leacov and its affiliated companies as a trusted leader across its business verticals. • Develop corporate positioning narratives that reflect Leacov's values, expertise, and business mission. • Conduct market studies to identify emerging branding opportunities within the education, adult training, consultancy, and real estate management sectors. • Establish brand architecture that aligns with Leacov's various business units and subsidiaries. <p>2. Brand Identity & Visual Communications</p> <ul style="list-style-type: none"> • Develop and enforce comprehensive corporate identity guidelines covering all subsidiaries and divisions under the Leacov brand and its affiliated companies. 	<ul style="list-style-type: none"> •

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Job Positions	Job Description / Job Requirement	Working Hours / Location
	<ul style="list-style-type: none"> • Oversee the production of corporate visual materials including company profiles, service brochures, course catalogs, MCST client proposals, and partnership proposals. • Ensure unified brand representation across marketing materials, digital platforms, presentation decks, and client-facing content. <p>3. Corporate Communications & Public Relations</p> <ul style="list-style-type: none"> • Craft corporate communications for education and consultancy programs, managing agent services, and new service launches. • Build strong media relationships to secure positive public exposure across industry publications, education journals, business media, and trade platforms. • Draft press releases, feature articles, CEO interviews, and speaking points for public engagements. • Manage crisis communications protocols for brand safeguarding. <p>4. Synergistic Market Development & Stakeholder Engagement</p> <ul style="list-style-type: none"> • Engage government agencies, trade associations, educational bodies, MCST, MNCs, Security agency, corporate clients, and international partners to promote Leacov’s business interests. • Represent Leacov at exhibitions, conferences, seminars, and industry forums to strengthen institutional partnerships. • Secure speaking opportunities, awards nominations, and strategic collaborations that enhance corporate visibility. <p>5. Digital Branding & Online Presence</p> <ul style="list-style-type: none"> • Lead the strategy and management of Leacov’s digital presence including website, SEO/SEM, online directories, e-learning portals, and group-level corporate pages. • Develop engaging digital content across LinkedIn, Facebook, YouTube, and relevant social platforms showcasing Leacov’s educational offerings, consulting expertise, and MCST services. • Monitor online sentiment, digital analytics, and audience engagement metrics to optimize digital strategies. <p>6. Internal Brand Culture Development</p> <ul style="list-style-type: none"> • Conduct internal brand training for new hires, trainers, consultants, and administrative staff to embed Leacov’s brand values. • Work with Human Resource to strengthen Leacov’s employer branding for talent attraction and retention. • Develop internal newsletters, corporate updates, and brand alignment campaigns for staff engagement. <p>7. Event Branding & Representation</p> <ul style="list-style-type: none"> • Lead brand management efforts at education fairs, professional training expos, real estate management seminars, and business networking events. • Oversee branding of corporate seminars, student graduations, alumni engagements, partner workshops, and MCST public education sessions. 	

#12 MARVEL CLEAN PTE. LTD.

Job Positions	Job Description / Job Requirement	Working Hours / Location
Operations Manager	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Business development plan & execution. • Finance budget planning & control. • Marketing strategy planning. • Innovation development (Autonomous tailor cleaning robot). • Human resources management & strategies planning). • Workplace safety & health leader. • Integrated facilities services strategy, management & execution (pest control, landscape, cleaning). • Maintain strong client relationships and handle service feedback to meet client needs and company quality standards. 	•

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#13 MASTERMARK PTE LTD

Job Positions	Job Description / Job Requirement	Working Hours / Location
Animal Care Officers	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Distribute food under supervision and according to animal dietary requirements. • Handle, restrain and move animals. • Provide basic animal care (e.g., showering, nail trimming, ear cleaning) • General Housekeeping (e.g., moving and arranging supplies) and related work. • Any other duties as assigned by your superior. 	•
Wildlife Technician	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Wildlife trapping and handling. • Animal transportation and humane animal removal. • Documentation and administrative work for the above. • Shift work or on standby for job activations or rescue work, which includes OT pay. 	•
Wildlife Research Associate	<p><u>Job Description:</u></p> <p><u>Aviation wildlife management:</u></p> <ul style="list-style-type: none"> • Participate in bird surveys and wildlife assessments to identify species present in and around the airport. • Assist with the development and implementation of wildlife management plans, including habitat modification, deterrent techniques, and wildlife monitoring programs. • Support the preparation of technical reports, presentations, and training sessions on environmental and wildlife management topics for airport staff, stakeholders, and regulatory agencies. • Support incident investigations related to wildlife strikes, and other environmental emergencies as needed. • Any other duties as assigned by superior. <p><u>EMMP-related:</u></p> <ul style="list-style-type: none"> • Participate in regular site inspections and environmental audits to ensure compliance with environmental regulations and standards. • Support initiatives involving internal stakeholders, regulatory agencies to address environmental impacts and promote environmental stewardship. • Any other duties as assigned by superior. 	•

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#14 MINK DESIGN PRIVATE LIMITED

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Job Positions	Job Description / Job Requirement	Working Hours / Location
<p>Renovation Quantity Surveyor</p>	<p><u>Job Description:</u> Job Summary: We are seeking a highly skilled and detail-oriented Renovation Quantity Surveyor (QS) to join our team. The ideal candidate will have a strong background in cost management, budgeting, and procurement for renovation and refurbishment projects. You will be responsible for ensuring that all projects are delivered within budget, on time, and to the highest quality standards. This role requires excellent analytical skills, a deep understanding of construction processes, and the ability to work collaboratively with contractors, architects, and clients. Key Responsibilities:</p> <ol style="list-style-type: none"> 1. Cost Estimation and Budgeting: <ul style="list-style-type: none"> • Prepare accurate cost estimates and budgets for renovation projects. • Analyze project specifications, drawings, and other documentation to determine costs. • Provide cost advice and value engineering solutions to optimize project budgets. 2. Tendering and Procurement: <ul style="list-style-type: none"> • Prepare tender documents, bills of quantities (BOQ), and contract specifications. • Evaluate contractor and supplier bids, ensuring compliance with project requirements. • Negotiate contracts and agreements with vendors and subcontractors. 3. Cost Control and Monitoring: <ul style="list-style-type: none"> • Monitor project costs throughout the renovation lifecycle, identifying and addressing variances. • Track and report on project expenditures, ensuring alignment with the approved budget. • Conduct regular site visits to assess progress and verify quantities. 4. Contract Administration: <ul style="list-style-type: none"> • Administer contracts, including variations, claims, and final accounts. • Ensure compliance with contractual terms and conditions. • Resolve any disputes related to costs, payments, or contractual obligations. 5. Collaboration and Reporting: <ul style="list-style-type: none"> • Work closely with project managers, architects, engineers, and clients to ensure smooth project delivery. • Prepare detailed reports on cost performance, forecasts, and financial risks. • Provide regular updates to stakeholders on project financial status. 6. Risk Management: <ul style="list-style-type: none"> • Identify potential financial risks and propose mitigation strategies. • Ensure all projects adhere to legal, regulatory, and safety standards. <p>Qualifications and Skills:**</p> <ul style="list-style-type: none"> • Proven experience as a Quantity Surveyor, preferably in renovation or refurbishment projects. 	<ul style="list-style-type: none"> •

Job Positions	Job Description / Job Requirement	Working Hours / Location
	<ul style="list-style-type: none"> • Strong knowledge of construction methods, materials, and regulations. • Excellent negotiation, communication, and interpersonal skills. • Strong analytical and problem-solving abilities. • Ability to work under pressure and meet tight deadlines. <p>Key Attributes:</p> <ul style="list-style-type: none"> • Attention to detail and accuracy. • Strong organizational and time management skills. • Proactive and self-motivated with a results-driven approach. • Ability to work independently and as part of a team. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Proven experience as a Quantity Surveyor, preferably in renovation or refurbishment projects. • Strong knowledge of construction methods, materials, and regulations. • Excellent negotiation, communication, and interpersonal skills. • Strong analytical and problem-solving abilities. • Ability to work under pressure and meet tight deadlines. 	

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#15 NM3 TECH (S) PTE LTD

NM3 Tech (S) Pte Ltd is a Singapore-based leader in environmental monitoring solutions, specializing in water, air, and soil quality technologies. With a strong focus on sustainability and data-driven decision-making, NM3 provides innovative solutions like **IoT-enabled water samplers, real-time monitoring systems, and AI-powered environmental analytics** to empower organizations and regulatory bodies in managing water security and pollution control. Expanding into Malaysia, NM3 Tech seeks a **Project Manager / Country Manager** to lead business development, project execution, subcontractor coordination, logistics, and customer service operations in Malaysia.

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Job Positions	Job Description / Job Requirement	Working Hours / Location
<p>Project & Sustainability Executive/Manager</p>	<p>Job Description: Key Responsibilities</p> <p>Project & Operations Management</p> <ul style="list-style-type: none"> Support the deployment and management of NM3’s environmental monitoring solutions, including water quality auto-samplers, sensor stations, and cloud-based analytics platforms. Coordinate with customers, subcontractors, and suppliers to ensure smooth project execution. Manage project schedules, track deliverables, and ensure compliance with industry standards and regulations. Assist in equipment setup, calibration, and troubleshooting at customer sites. Work closely with NM3’s Malaysia team and regional partners to support multi-country operations. <p>Business Development & Customer Support</p> <ul style="list-style-type: none"> Assist in sales inquiries, proposal preparation, and tender documentation for local projects. Maintain and develop relationships with customers, government agencies (PUB, NEA), and corporate partners. Provide on-site training and product demonstrations to clients and end-users. Monitor customer feedback and coordinate with the R&D team to enhance product solutions. <p>Logistics & Inventory Management</p> <ul style="list-style-type: none"> Oversee procurement, inventory control, and shipment logistics of NM3’s equipment and solutions. Ensure timely delivery and installation of products to customers in Singapore and Malaysia. Maintain accurate inventory records and coordinate replenishment when needed. <p>Regulatory & Compliance Support</p> <ul style="list-style-type: none"> Ensure NM3 solutions comply with Singapore’s environmental and water quality regulations. Stay informed on new policies, regulatory changes, and industry trends affecting NM3’s business. 	<ul style="list-style-type: none">
<p>Senior Project Country Manager (Malaysia and/or SE Asia)</p>	<p>Job Description: Key Responsibilities</p> <p>Business Development & Market Expansion</p> <ul style="list-style-type: none"> Identify and develop new business opportunities in Malaysia within government agencies, utilities, industrial sectors, and environmental organizations. Build and maintain relationships with key stakeholders, including Lembaga Urus Air Selangor 	<ul style="list-style-type: none">

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Job Positions	Job Description / Job Requirement	Working Hours / Location
	<p>(LUAS), the National Water Services Commission (SPAN), and other relevant authorities</p> <ul style="list-style-type: none"> • Drive partnerships and strategic collaborations to establish NM3 as a key player in Malaysia’s water quality monitoring industry. • Support tender submissions and grant applications for environmental monitoring projects. <p><u>Project Management & Execution</u></p> <ul style="list-style-type: none"> • Oversee and coordinate the deployment of NM3’s environmental monitoring solutions, including auto-samplers, multi-sensor monitoring stations, and cloud-based data analytics platforms. • Plan and manage project timelines, ensuring efficient execution from installation to commissioning. • Work closely with Singapore HQ, local subcontractors, and logistics providers to ensure smooth implementation. • Monitor project KPIs and performance, ensuring adherence to compliance standards and regulatory requirements. <p><u>Operations & Coordination</u></p> <ul style="list-style-type: none"> • Manage local subcontractors, suppliers, and logistics partners for timely procurement and delivery of NM3 products. • Ensure installation, calibration, and maintenance of monitoring equipment meet operational standards. • Provide on-site training and technical support to clients and local teams. • Develop and implement customer support and after-sales service strategies. • Build a local team to provide customer support, project implementation and maintenance. <p><u>Regulatory & Compliance</u></p> <ul style="list-style-type: none"> • Ensure NM3’s solutions meet Malaysian environmental regulations, water quality standards, and industry requirements. • Stay updated on local policies and trends in water management, sustainability, and IoT-based monitoring. • Develop strategic plan to drive and promote sustainability in the Company and to customers. <p><u>Financial & Administrative Management</u></p> <ul style="list-style-type: none"> • Monitor project budgets and control costs for maximum efficiency and ROI. • Provide regular reports on project status, market developments, and business performance. • Responsible for Malaysia P&L. 	

#16 ORIENTAL AQUARIUM (S) PTE LTD

Job Positions	Job Description / Job Requirement	Working Hours / Location
Account Executive	<p>Job Description: We are seeking a highly motivated and detail-oriented Account Executive to join our nursery plant team. The Account Executive will be responsible for managing financial transactions, ensuring accurate record-keeping, and providing timely financial reports to support decision-making processes within the company.</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Maintain accurate financial records and ensure timely recording of transactions in the accounting system. • Perform account reconciliations and resolve discrepancies to ensure financial accuracy. • Prepare and generate financial reports, including income statements, balance sheets, and cash flow statements. • Carry out monthly salary payments and CPF submissions • Perform full sets of accounts including AR, AP, payments, • Support budgeting and forecasting processes by providing accurate financial data and analysis. • Monitor cash flow and oversee the accounts payable and accounts receivable functions. • Collaborate with the finance team to develop and implement financial policies and procedures. • Ensure compliance with relevant financial regulations and standards. • Continuous improvement of financial policies and procedures • Identifying areas for process improvements and efficiencies • Analyze financial data to identify trends, opportunities, and potential risks. • Assist in the preparation of annual audits and tax filings. • Provide support and guidance to other departments regarding accounting matters. <p>Job Requirement:</p> <ul style="list-style-type: none"> • Bachelor's degree in accounting, Finance, or a related field. • Minimum of 3 years of experience in accounting or finance roles. • Strong knowledge of accounting principles, financial statements, and budgeting. • Proficient in accounting software and Microsoft Office suite (Word, Excel, PowerPoint, and Outlook). • Excellent analytical, problem-solving, and organizational skills. • Strong written and verbal communication skills. • Detail-oriented and able to work independently in a fast-paced environment. • Familiarity with the agriculture or horticulture industry is a plus. 	•
Admin Executive	<p>Job Description: We are seeking an organized and detail-oriented Admin Executive to join our nursery plant team. The Admin Executive will be responsible for managing day-to-day administrative tasks, supporting various departments, and contributing to the overall efficiency of our operations.</p> <p>Key Responsibilities:</p>	•

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Job Positions	Job Description / Job Requirement	Working Hours / Location
	<ul style="list-style-type: none"> • Coordinate and manage daily office operations, including scheduling appointments, answering phone calls, and handling correspondence. • Process and maintain accurate records of employee information, invoices, and other relevant documents. • Support HR activities such as recruitment, onboarding, and maintaining employee files, HR software and databases • Prepare and distribute reports, presentations, and other documents as required. • Monitor and maintain inventory levels for office supplies and equipment. • Collaborate with other departments to ensure smooth and efficient operations. • Assist in organizing company events and managing meeting arrangements. • Maintain a professional and organized workspace to facilitate productivity. <p>Job Requirement:</p> <ul style="list-style-type: none"> • Diploma or degree in Business Administration or a related field. • Minimum of 2 years of experience in an administrative role. • Proficient in Microsoft Office suite (Word, Excel, PowerPoint, and Outlook). • Strong written and verbal communication skills. • Excellent organizational and time management abilities. • Detail-oriented and able to multitask in a fast-paced environment. • Familiarity with basic accounting principles and bookkeeping is preferred. • Experience in the agriculture or horticulture industry is a plus. 	
<p>Agriculture Scientist</p>	<ul style="list-style-type: none"> • Job Description: • We are seeking a knowledgeable and experienced Agriculture Scientist to join our nursery plant team. The Agriculture Scientist will be responsible for conducting research, analyzing data, and providing scientific guidance to optimize plant production, quality, and sustainability within our operations. • Key Responsibilities: • Conduct research on various aspects of plant cultivation, including propagation, irrigation, fertilization, and pest management. • Analyze and interpret data to develop new techniques and approaches for improving plant growth, health, and yield. • Collaborate with the production team to implement research findings and optimize cultivation processes. • Monitor plant health, identify potential issues, and recommend solutions. • Develop and oversee experimental trials to evaluate the performance of new plant varieties, growing substrates, and other inputs. • Provide technical advice and training to nursery staff on best practices in plant cultivation and care. • Stay current with emerging trends, technologies, and research in the field of agriculture science. 	<ul style="list-style-type: none"> •

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Job Positions	Job Description / Job Requirement	Working Hours / Location
	<ul style="list-style-type: none"> • Prepare reports and presentations on research findings and project progress. • Collaborate with external partners, such as universities or research institutions, to advance the field of agriculture science. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Master's in Agriculture Science, Horticulture, Plant Science, or a related field. • Minimum of 3 years of experience in agricultural research or a related role. • Strong knowledge of plant physiology, genetics, and cultivation techniques. • Experience in designing and conducting scientific experiments and analyzing data. • Excellent problem-solving, analytical, and critical thinking skills. • Strong written and verbal communication skills, with the ability to present complex scientific concepts to diverse audiences. • Familiarity with statistical analysis software and database management tools. • Experience in the nursery or greenhouse industry is a plus. 	

#17 PANDATEC PTE LTD

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Job Positions	Job Description / Job Requirement	Working Hours / Location
<p>Sales Executive</p>	<p>Job Description:</p> <p><u>Prospecting and Lead Generation:</u></p> <ul style="list-style-type: none"> Identify potential clients through market research, networking, and cold calling. Generate leads and maintain a pipeline of qualified prospects. <p><u>Sales Presentations and Demonstrations:</u></p> <ul style="list-style-type: none"> Conduct sales presentations and product demonstrations to showcase company offerings. Communicate product features, benefits, and value propositions effectively. <p><u>Relationship Building:</u></p> <ul style="list-style-type: none"> Build and maintain strong relationships with clients, understanding their needs and preferences. Address client inquiries, concerns, and objections promptly and professionally. <p><u>Sales Strategy Development:</u></p> <ul style="list-style-type: none"> Develop and implement strategic sales plans to achieve sales targets and maximize revenue. Analyze market trends, competitor activities, and customer feedback to refine sales strategies. <p><u>Proposal Preparation and Negotiation:</u></p> <ul style="list-style-type: none"> Prepare proposals, quotes, and contracts tailored to client requirements. Negotiate terms and pricing to close sales deals while ensuring profitability. <p><u>Collaboration and Reporting:</u></p> <ul style="list-style-type: none"> Collaborate with the sales team, marketing department, and other stakeholders to achieve sales objectives. Provide regular sales reports, forecasts, and updates to management. <p><u>Customer Service and Satisfaction:</u></p> <ul style="list-style-type: none"> Provide exceptional customer service throughout the sales process and post-sale support. Address customer feedback, issues, and requests to ensure customer satisfaction and retention. <p><u>Continuous Learning and Development:</u></p> <ul style="list-style-type: none"> Stay updated on industry trends, product knowledge, and sales techniques through training and self-learning. Continuously improve sales skills, strategies, and performance. 	<ul style="list-style-type: none">

#18 RHODO PROPERTY AND ESTATE MANAGEMENT SERVICES PTE LTD

Job Positions	Job Description / Job Requirement	Working Hours / Location
Admin Assistant	<p>Job Description:</p> <p><u>Front Desk & Communication</u></p> <ul style="list-style-type: none"> Attend to walk-in residents, visitors, and contractors politely and professionally. Handle phone and email enquiries, escalating issues where necessary. Maintain the estate's communication logbook and visitor records. <p><u>Administrative & Clerical Duties</u></p> <ul style="list-style-type: none"> Prepare circulars, notices, and letters to residents as directed by the Condominium Manager. Assist in updating and maintaining filing systems (hardcopy and digital) for documents such as invoices, contracts, and correspondence. Manage daily incoming and outgoing mail, documents, and parcels. <p><u>Meeting Support</u></p> <ul style="list-style-type: none"> Assist in the scheduling of council meetings and AGMs/EGMs. Prepare meeting agendas, send out notices, and print required materials. Take and draft minutes of meetings for review. <p><u>Estate Support</u></p> <ul style="list-style-type: none"> Assist in the handling and recording of renovation applications, car park requests, move-in/move-out bookings, and other estate-related forms. Maintain inventory of office supplies and process purchase requests when needed. Help monitor and manage estate bookings (BBQ pit, function room, etc.). <p><u>Financial Support (Basic)</u></p> <ul style="list-style-type: none"> Assist in petty cash handling and simple claims documentation. Record and track invoices, payment vouchers, and receipt copies for finance team follow-up. 	•
Integrated Facility Management Executive	<p>Job Description:</p> <ul style="list-style-type: none"> Manage a portfolio of facilities under an integrated contract scope (e.g., security, cleaning, landscaping, M&E). Coordinate preventive and corrective maintenance work. Liaise with service vendors to ensure contractual KPIs and SLAs are met. Analyse facility data and maintenance trends for reporting and improvement initiatives. Ensure compliance with statutory and regulatory requirements (e.g., BMSMA, Fire Safety). Support energy management, sustainability, and cost optimisation efforts. Handle audits, inspections, and emergencies. 	•

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Job Positions	Job Description / Job Requirement	Working Hours / Location
<p>HQ Administrator</p>	<p><u>Job Description:</u> As the HQ Administrator, you will support the operational side of estate management by coordinating administrative tasks, tracking contract timelines, and facilitating smooth communication between sites and contractors. This role is essential to ensuring efficient backend support for the estate teams.</p> <p><u>Key Responsibilities:</u></p> <ul style="list-style-type: none"> • Monitor and track contract expiry dates and renewal timelines for multiple estates. • Coordinate with contractors and vendors for estate servicing and maintenance schedules. • Assist in managing documentation for manless estate operations. • Prepare and compile meeting agendas, council meeting minutes, and related materials. • Attend Annual General Meetings (AGMs) and Council Meetings when required to provide administrative support. • Follow up on action items from meetings with site teams or relevant vendors. • Maintain organised records of contracts, meeting files, and estate-related documents. • Support the Operations team in general admin coordination across multiple properties. 	<ul style="list-style-type: none"> •
<p>Property executive</p>	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Oversee day-to-day operations of residential or commercial properties. • Coordinate with contractors and vendors for maintenance and repairs. • Attend to feedback or complaints from occupiers. • Perform routine site inspections to ensure cleanliness and safety standards. • Monitor and ensure proper functioning of building systems (e.g., lift, lighting, M&E systems). • Assist with MCST meetings, preparation of reports, and minute taking. • Maintain proper records of maintenance schedules, contracts, and inventories. 	<ul style="list-style-type: none"> •

#19 Saage Pte Ltd

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Job Positions	Job Description / Job Requirement	Working Hours / Location
<p>Interior Designer</p>	<p>Job Description: The role for Interior Designer is client consultations, sales conversions (both warm and cold leads), and project coordination to ensure seamless execution of interior design projects. They will manage the entire project cycle from initial concept to final handover while ensuring timelines, budgets, and client expectations are met.</p> <p><u>Client Consultation & Sales</u></p> <ul style="list-style-type: none"> • Conduct consultations with both warm leads (pre-qualified prospects) and cold leads (new inquiries) to understand their design needs, preferences, and budget. • Present design concepts, mood boards, and 3D renderings to clients. • Provide cost estimates, quotations, and follow-ups to close sales. • Build strong client relationships through trust, professionalism, and persuasive communication. <p><u>Project Planning & Coordination</u></p> <ul style="list-style-type: none"> • Schedule and sequence contractor works (e.g., carpentry, electrical, plumbing, painting) to ensure smooth workflow. • Liaise with contractors, suppliers, and vendors to ensure materials and labour are aligned with project timelines. • Conduct site visits to monitor progress, resolve issues, and ensure quality control. • Ensure projects are completed on time and within budget while maintaining high design standards. <p><u>Design & Space Planning</u></p> <ul style="list-style-type: none"> • Develop functional and aesthetically pleasing interior design concepts. • Select materials, finishes, furniture, and décor in line with client preferences and budget. • Prepare detailed drawings, specifications, and documentation for contractors. <p><u>Homeowner Management</u></p> <ul style="list-style-type: none"> • Provide regular updates to Homeowner on project status. • Address Homeowner concerns and modifications promptly. • Ensure a smooth handover upon project completion, including final walkthroughs and defect resolution. 	<ul style="list-style-type: none"> •

#20 SINGLAND TRANSPORTATION PTE LTD

Job Positions	Job Description / Job Requirement	Working Hours / Location
<p>Human Resource Executive</p>	<p>Job Description: We are looking for a dedicated and detail-oriented Human Resource Executive to join our team. In this role, you will be responsible for supporting the full spectrum of HR functions, including recruitment, onboarding, payroll administration, employee engagement, and compliance with employment regulations. You will also play a key role in managing work pass applications and renewals, maintaining HR records, and assisting in the development of HR policies and procedures. The ideal candidate is proactive, well-organized, and capable of handling multiple tasks in a dynamic, fast-paced environment.</p> <ul style="list-style-type: none"> • Ensure compliance with all employment laws and regulations. • Stay updated on changes in work legislation and industry standards. • Oversee recruitment and selection processes, including sourcing, interviewing, and hiring new employees. • Handle work passes processes. • Handle Insurance renewal, claims, new purchase for workmen, vehicles, all risks, machinery. • Develop and implement HR strategies, policies, and procedures. • Design and run employee training and development programs. • Maintain HR records, including employee files, compensation, and benefits information. • Handle Company licenses renewal (e.g. Bizsafe Level, SCDF Flammable License, Diesel Storage License) • Handle employee relations and resolve any workplace conflicts or issues. • Manage employee benefits programs and ensure compliance with regulations. • Administer compensation and payroll programs and ensure accurate processing of payroll. • Oversee and manage employee wellness and safety programs. • Manage and resolve employee complaints and grievances. • Provide HR support and guidance to employees. • Conduct performance evaluations and provide feedback to employees. • Stay updated on current industry trends and best practices in HR management. 	<ul style="list-style-type: none"> •

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#21 SPOTLESS CLEAN PTE LTD

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Job Positions	Job Description / Job Requirement	Working Hours / Location
<p>Project & Sales Manager</p>	<p>Job Description: The Project & Sales Manager plays a critical role in driving revenue growth, managing cleaning service projects, and maintaining long-term client relationships. The position blends new business development, project coordination, and account servicing to ensure high service satisfaction, client retention, and successful delivery of cleaning solutions.</p> <p><u>Sales & Business Development</u></p> <ul style="list-style-type: none"> • Identify and pursue new business opportunities in commercial, retail, industrial, and F&B sectors. • Conduct site surveys and prepare detailed quotations and proposals based on client needs. • Achieve sales targets through structured outreach, follow-ups, and relationship-building. • Participate in tender submissions and contract negotiations. <p><u>Project Management</u></p> <ul style="list-style-type: none"> • Coordinate end-to-end execution of cleaning contracts and one-time jobs. • Liaise with the operations team to allocate manpower, equipment, and cleaning supplies. • Monitor project progress and resolve operational issues swiftly. • Conduct regular site visits and ensure service delivery meets NEA and company standards. <p><u>Account Management</u></p> <ul style="list-style-type: none"> • Serve as the primary point of contact for assigned key clients. • Build and maintain long-term relationships to ensure contract renewals and upselling opportunities. • Conduct periodic client reviews and satisfaction surveys. • Proactively address client concerns, service complaints, or feedback in a timely and professional manner. • Track service KPIs and performance to ensure retention and service excellence. <p><u>Reporting & Administration</u></p> <ul style="list-style-type: none"> • Maintain accurate CRM records including client details, contracts, project schedules, and issue logs. • Generate weekly/monthly reports on sales pipeline, project status, and client feedback. • Prepare billing summaries and verify job completion for invoicing. 	<ul style="list-style-type: none"> •

#22 STUDIO PIVOT PTE LTD

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Job Positions	Job Description / Job Requirement	Working Hours / Location
<p>Project Manager</p>	<p>Job Description: The Project Manager will oversee the end-to-end delivery of interior design and branding projects, ensuring they are completed on time, within budget, and aligned with Studio Pivot’s creative vision and client expectations. This role requires a strong balance of project leadership, client engagement, and cross-functional coordination, working closely with designers, contractors, and vendors to deliver innovative and functional spaces that reflect Studio Pivot’s design philosophy.</p> <p><u>Project Planning & Execution</u></p> <ul style="list-style-type: none"> • Develop comprehensive project timelines, budgets, and work schedules. • Coordinate design deliverables, construction works, and vendor procurement. • Ensure all project milestones are met with high-quality outcomes. <p><u>Client & Stakeholder Management</u></p> <ul style="list-style-type: none"> • Act as the primary liaison between clients and the studio team. • Manage client expectations, address concerns, and provide timely updates. • Cultivate strong relationships to encourage repeat business and referrals. <p><u>Team Leadership & Coordination</u></p> <ul style="list-style-type: none"> • Lead project teams comprising designers, contractors, and consultants. • Monitor task assignments, performance, and productivity of team members. • Promote collaboration and problem-solving across disciplines. <p><u>Financial & Risk Management</u></p> <ul style="list-style-type: none"> • Track project budgets and ensure cost efficiency without compromising quality. • Identify and mitigate project risks, ensuring compliance with safety and regulatory standards. <p><u>Quality & Brand Alignment</u></p> <ul style="list-style-type: none"> • Uphold Studio Pivot’s commitment to design excellence and functional innovation. • Ensure that the final output aligns with the company’s brand identity and client vision. • Conduct site inspections and ensure adherence to project specifications. 	<ul style="list-style-type: none"> •
<p>User Experience (UX) Designer</p>	<p>Job Description: The Brand / User Experience (UX) Designer is responsible for creating integrated brand identities and user-centered design solutions that align with Studio Pivot’s philosophy of blending branding, spatial design, and user experience. The role requires expertise in visual branding, digital interfaces, and customer journey mapping, ensuring that both physical and digital touchpoints deliver a consistent and impactful brand experience.</p> <p><u>Brand Design</u> Develop brand identities, including logos, colour palettes, typography, and visual guidelines.</p>	<ul style="list-style-type: none"> •

Job Positions	Job Description / Job Requirement	Working Hours / Location
	<p>Translate brand strategies into compelling visual storytelling for physical spaces (retail, F&B, commercial) and digital platforms. Prepare brand guideline manuals, design systems, and marketing collaterals.</p> <p><u>User Experience (UX) Design</u> Conduct UX research: user interviews, journey mapping, and usability testing. Create wireframes, prototypes, and high-fidelity mockups using tools like Figma or Adobe XD. Collaborate with developers, interior designers, and marketing teams to ensure user experience is consistent across touchpoints. Apply UX principles to spatial design—considering flow, navigation, and customer interaction within physical environments.</p> <p><u>Collaboration & Communication</u> Work closely with project managers, suppliers, and clients to align creative output with project objectives. Present design concepts to stakeholders and incorporate feedback into iterations. Support business development by creating impactful client proposals and design presentations.</p>	

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#23 VCUS PTE LTD

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Job Position3	Job Description / Job Requirement	Working Hours / Location
<p>Furniture Consultant</p>	<p>Job Description: We are seeking a motivated and detail-oriented Furniture Consultant to join our dynamic team. This role is ideal for someone with a passion for interior design and customer service. You will work closely with corporate clients to provide tailored furniture solutions that meet their space and design requirements.</p> <ul style="list-style-type: none"> • Handle client enquiries via phone, email, and in-person. • Prepare and follow up on quotations in a timely manner. • Assist clients with furniture and material selection. • Provide product and layout advice based on floor plans. • Maintain detailed client records and quotation logs. • Coordinate with production and logistics teams on custom orders. • Attend site visits when required. • Keep updated with new product knowledge and material trends. <p>Job Requirement</p> <ul style="list-style-type: none"> • Good communication skills in English (Mandarin is a plus). • Strong attention to detail and customer service focus. • Able to read layout/space plans (AutoCAD or similar is a bonus). • Basic computer skills (Microsoft Office, email handling). • Willing to learn and adapt in a fast-paced environment. • Product training will be provided. 	<ul style="list-style-type: none"> •
<p>Storeman cum Sofa Making Assistant</p>	<p>Job Description: <u>Store Management Duties:</u></p> <ul style="list-style-type: none"> • Receive, unload, and store raw materials and finished goods. • Maintain accurate records of stock levels and movement. • Perform regular inventory checks and update stock sheets. • Quality Check & Assembly Furniture . • Prepare materials for production according to schedule. • Ensure cleanliness and safety of the warehouse area. <p><u>Sofa Making Assistant Duties:</u></p> <ul style="list-style-type: none"> • Assist sofa makers in cutting, assembling, stapling, and fabric handling. • Carry and move frames, foams, and materials to workstations. • Learn basic upholstery, frame preparation, and fabric fitting techniques. • Follow instructions to prepare components for assembly. • Keep work areas tidy and tools well-maintained. <p>Job Requirement</p> <ul style="list-style-type: none"> • Physically fit and able to lift heavy items (up to 25kg). • Willing to work with hands and learn upholstery/furniture-making. • Able to follow instructions and safety procedures • Good team player and punctual. • Previous experience in furniture production or warehouse is an advantage. • Basic understanding of tools and measurements preferred. 	<ul style="list-style-type: none"> •

#24 VOLM PTE LTD

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Job Positions	Job Description / Job Requirement	Working Hours / Location
<p>CAD Specialist Manager</p>	<p>Job Description: The CAD Specialist Manager will oversee the creation and modification of technical drawings and plans for all interior design and architectural projects.</p> <ul style="list-style-type: none"> • Manage a team of CAD specialists, providing mentorship, training, and quality control over technical drawings. • Lead the preparation of detailed 2D and 3D design plans, floor plans, elevations, and construction drawings for various projects. • Collaborate with architects, interior designers, and other professionals to ensure accurate documentation of all project elements. • Review and refine CAD drawings and models to ensure compliance with client specifications, building codes, and industry standards. • Maintain and update project files, ensuring that all technical drawings are easily accessible and organized. • Ensure proper implementation of software tools (AutoCAD, Adobe etc.) and keep the team up to date on new software developments. • Troubleshoot and resolve any technical issues related to CAD software or designs. • Monitor team performance, track project deadlines, and ensure timely completion of design drafts. • Maintain effective communication with senior management and other departments to ensure project alignment and progress. 	<ul style="list-style-type: none"> •
<p>Senior Interior Designer</p>	<p>Job Description: The Senior Interior Designer will lead and execute high-level design projects, ensuring creative and functional solutions that meet client needs and project requirements. This role involves managing the design process from concept to completion, coordinating with clients, contractors, and other team members, and ensuring the delivery of exceptional interior design experiences.</p> <ul style="list-style-type: none"> • Lead the design process for high-end residential, commercial, or hospitality projects, from conceptualization through to final installation. • Develop innovative, functional, and aesthetically pleasing design concepts based on client briefings. • Present design ideas and mood boards to clients, adjusting based on feedback and requirements. • Create detailed floor plans, elevations, renderings, and specifications for design concepts. • Select materials, furniture, finishes, and accessories that align with the client’s vision, budget, and functionality needs. • Collaborate with architects, contractors, engineers, and other design professionals to ensure the seamless implementation of design plans. • Oversee the procurement of materials and furniture, ensuring timely delivery and quality control. 	<ul style="list-style-type: none"> •

Job Positions	Job Description / Job Requirement	Working Hours / Location
	<ul style="list-style-type: none">• Manage client relationships, understanding their needs and expectations, and providing regular updates on project progress.• Ensure that design projects are delivered on time, within budget, and in accordance with quality standards.• Mentor and guide junior designers, sharing knowledge and encouraging growth within the design team.• Stay updated on industry trends, materials, and technologies to ensure cutting-edge design solutions.	

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#25 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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