

# e2i Built Environment & KIM YEW INTEGRATED PTE LTD Job Fair @Tai Seng 18 - L1 Mini Atrium

Together, Potential Meets Opportunities

## JOB LISTING BOOKLET



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**Date: 18 April 2024 (Thursday)**  
**Time: 10am to 4pm**



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

### **About e2i (Employment and Employability Institute)**

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

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
<b>Facilities Manager</b>	<p><b><u>Job Description:</u></b></p> <ul style="list-style-type: none"> <li>• Manage and supervise the team of FM Technical Staff and Specialists in carrying out their daily duties.</li> <li>• To coach and train the technical team so that they are familiarise and knowledgeable of the requirements.</li> <li>• Plan and supervise all maintenance services, schedules and improvement works.</li> <li>• Ensure all projects and maintenance works carried out according to schedule planned.</li> <li>• Ensure the team and external contractors /vendors comply with ISO standards and regulations.</li> <li>• Coordinate and direct all administration of M&amp;E works by liaising closely with consultants and client.</li> <li>• Monitor building's system breakdown, defects and shutdowns. Conduct and inspect to ensure property is well maintained.</li> <li>• Prepare monthly reports for the management.</li> </ul> <p><b><u>Job Requirement:</u></b></p> <ul style="list-style-type: none"> <li>• Facilities Management background with at least 4 years of similar experience.</li> <li>• Diploma / Degree in Facility Management or Engineering related field.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 days per week 44 hours</li> <li>• Full time / Permanent</li> </ul>
<b>Zone Manager / Assistant Facilities Manager</b>	<p><b><u>Job Description:</u></b></p> <ul style="list-style-type: none"> <li>• Plan and supervise all maintenance services, schedules and improvement works.</li> <li>• Assist the FM to manage and supervise the team of Technical Staff and Specialists in carrying out their daily duties.</li> <li>• Ensure the team and external contractors/ vendors comply with ISO standards and regulations.</li> <li>• Coordinate and direct all administration of M&amp;E works by liaising closely with the consultant and client.</li> <li>• Monitor building's system breakdown, defects, and shutdowns. Conduct and inspect to ensure property is well maintained.</li> <li>• Prepare monthly reports for the management.</li> </ul> <p><b><u>Job Requirement:</u></b></p> <ul style="list-style-type: none"> <li>• 3 years' experience in related Facility Management or equivalent.</li> <li>• Diploma / Degree in Facilities Management or Engineering equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 days per week 44 hours</li> <li>• Full time / Permanent</li> </ul>
<b>Site / Operations Manager</b>	<p><b><u>Job Description:</u></b></p> <ul style="list-style-type: none"> <li>• Plan and prepare monthly work schedules in accordance to the contractual work scope and timelines related to all M&amp;E services works.</li> <li>• Reviews contracts' specifications to ensure cost effectiveness and competitiveness.</li> <li>• Identify and evaluate cost benefits effects on alternative ways in accomplishing task and targets.</li> <li>• Ensure that all operational issues and emergencies are attended promptly and rectified with minimal inconvenience and disruption.</li> <li>• Monitor and track clearance for all personnel, including Vendors / Sub-contractors and technicians within the work scope.</li> <li>• Familiar with Workplace Health and Safety Act and be able to provide advice on Health &amp; Safety matters.</li> <li>• Assist safety team in regular audits to ensure safety procedures on site are in place and working.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 days per week 44 hours</li> <li>• Full time / Permanent</li> </ul>

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	<p><b>Job Requirement:</b></p> <ul style="list-style-type: none"> <li>• Degree in Mechanical or Electrical Engineering / Building / Facilities / Estate Management or relevant disciplines.</li> <li>• Minimum 4 years in similar position with relevant working experience in handling statutory board properties.</li> <li>• Proven track records of IFM contracts management experience.</li> <li>• Fire Safety Manager, Safety Manager or Project Manager Certification of Greenmark Manager will be an added advantage.</li> </ul>	
<b>M&amp;E Engineer</b>	<p><b>Job Description:</b></p> <ul style="list-style-type: none"> <li>• Plan, execute and supervise all M&amp;E work at the site.</li> <li>• Coordinate and supervise the installation and maintenance work.</li> <li>• Working closely with the client, sub-contractors, and the project team to resolve any technical issues.</li> <li>• Attend M&amp;E related meetings and involve in the preparation of related reports.</li> <li>• Prepare and follow up on client inquiries and quotations.</li> <li>• Assist in planning, controlling, and coordinating of mechanical, electrical and building works.</li> <li>• Schedule, monitor and supervise the progress of works.</li> <li>• Follow the company internal work processes and documentation.</li> <li>• Involve in conducting toolbox meeting and coordination meeting.</li> </ul> <p><b>Job Requirement:</b></p> <ul style="list-style-type: none"> <li>• At least 3 years of M&amp;E experience, preferably from Facilities Management industry or M&amp;E industry.</li> <li>• Diploma / Degree in Engineering or Facilities Management.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 days per week 44 hours</li> <li>• Full time / Permanent</li> </ul>
<b>Admin Assistant Officer / Admin Officer</b>	<p><b>Job Description:</b></p> <ul style="list-style-type: none"> <li>• Providing administration support to the Technical Officers/Engineers/Manager.</li> <li>• Submission of breakdown/routine quotations for Daily Fault Report and walkthrough breakdown claims at site.</li> <li>• Monitoring and following up of site purchase orders, Delivery Orders and E-Invoices for Breakdown, PM &amp; A&amp;A work to be bill.</li> </ul> <p><b>Job Requirement:</b></p> <ul style="list-style-type: none"> <li>• Minimum GCE "N" / "O" Level or equivalent.</li> <li>• Minimum 4 year(s) of working experience in the related field. Good communication skills and proficient in Microsoft Office application.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 days per week 44 hours</li> <li>• Full time / Permanent</li> </ul>
<b>Property Executive / Property Executive cum FSM</b>	<p><b>Job Description:</b></p> <ul style="list-style-type: none"> <li>• Manage a team of in-house Technician including roster planning, to carry out day-to-day building maintenance services.</li> <li>• Develop and implement preventive/ corrective M&amp;E maintenance to ensure smooth and efficient operations of services.</li> <li>• Oversee contractors in fitting out/ reinstatement of A&amp;A works in accordance with authorities/ building's regulations.</li> <li>• Managing and fostering relationships with team / vendors and other key stakeholders through effective communications, collaboration, and engagement.</li> <li>• Ensure the SLAs (Service Level Agreements) / KPIs (Key Performance Indicators) fulfilled.</li> <li>• Administration of service or term contracts including cost comparisons and negotiation for contract renewal/ replacement of building M&amp;E service.</li> <li>• Perform Fire Safety Manager (FSM) duties, if required.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 days per week 44 hours</li> <li>• Full time / Permanent</li> </ul>

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	<p><b><u>Job Requirement:</u></b></p> <ul style="list-style-type: none"> <li>• Facilities Management background with at least 3 years of similar experience.</li> <li>• Diploma / Degree in Facilities Management or Engineering or any equivalent.</li> </ul>	
<b>Quantity Surveyor</b>	<p><b><u>Job Description:</u></b></p> <ul style="list-style-type: none"> <li>• To perform Quantity Surveying and contracts administration duties.</li> <li>• Sourcing for and evaluating the quotations from vendors and sub-contractors.</li> <li>• Prepare contracts to award to vendors and sub-contractors.</li> <li>• Prepare and submit claims for completed works upon receiving of work completion reports.</li> <li>• Manage progress claims and claims put up from vendors and sub-contractors.</li> <li>• Liaise with client and client's representative on work progress and claims.</li> <li>• Track, record and update on variations claims or omissions.</li> <li>• Assist in managing payments and claims via company's Enterprise Resource Planning (ERP) software.</li> </ul> <p><b><u>Job Requirement:</u></b></p> <ul style="list-style-type: none"> <li>• Minimum Diploma / Degree in Building /Quantity Surveying/ Construction Management or any related discipline.</li> <li>• Minimum 3 years of Singapore QS experience, preferably from Engineering / Construction industry.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 days per week 44 hours</li> <li>• Full time / Permanent</li> </ul>
<b>Quantity Surveyor (Tender)</b>	<p><b><u>Job Description:</u></b></p> <ul style="list-style-type: none"> <li>• Providing support in the tender submission, procurement administration, sourcing for suppliers, materials/ quantity take off etc.</li> <li>• To perform Quantity Surveying and contracts administration duties.</li> <li>• Site/ material taking-off and measurement.</li> <li>• Source and analyse quotations from vendors and sub-contractors.</li> <li>• Prepare contracts to award vendors and sub-contractors.</li> <li>• Prepare and submit claims for completed works upon receiving of work completion reports.</li> <li>• Manage progress claims and claims put up from vendors and sub-contractors.</li> <li>• Liaise with client and client's representative on work progress and claims.</li> <li>• Track, record and update on variations claims or omissions.</li> <li>• Assist in managing payments and claims via company's Enterprise Resource Planning (ERP) software.</li> </ul> <p><b><u>Job Requirement:</u></b></p> <ul style="list-style-type: none"> <li>• Minimum Diploma / Degree in Building /Quantity Surveying/ Construction Management or any related discipline.</li> <li>• Minimum 3 years of Singapore QS experience, preferably from Engineering / Construction industry.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 days per week 44 hours</li> <li>• Full time / Permanent</li> </ul>

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<b>Technician (ACMV)</b>	<p><b><u>Job Description:</u></b></p> <ul style="list-style-type: none"> <li>• Carrying out maintenance, repairing and servicing tasks on ACMV system including BMS, chilled water system, FCU, AHU and mechanical ventilation system.</li> <li>• To carry out preventive / breakdown and corrective maintenance.</li> <li>• Attend to defects, complains, and requests promptly.</li> <li>• Perform day to day inspection and logging of all facility systems.</li> <li>• Provide technical advice and assistance on all maintenance and breakdown function. Capable of installing new systems, duct work and testing of ACMV systems will be an added advantage.</li> </ul> <p><b><u>Job Requirement:</u></b></p> <ul style="list-style-type: none"> <li>• 3 years and above of relevant experience in ACMV Facilities Management.</li> <li>• Professional Certificate/ Higher Nitec / Diploma in Engineering or relevant electrical studies.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 days per week 44 hours</li> <li>• Full time / Permanent</li> </ul>
<b>Technician (M&amp;E)</b>	<p><b><u>Job Description:</u></b></p> <ul style="list-style-type: none"> <li>• Carrying out maintenance, repairing and servicing of M&amp;E tasks promptly.</li> <li>• To carry out preventive / breakdown and corrective maintenance of M&amp;E works.</li> <li>• Attend to defects and customers' complaints promptly.</li> <li>• Assist in all internal maintenance and liaise with departments requiring technical support and assistance. Perform any other ad hoc duties assigned.</li> </ul> <p><b><u>Job Requirement:</u></b></p> <ul style="list-style-type: none"> <li>• Minimum 3 years and above in Facilities Management environment.</li> <li>• Possess Professional Certificate or ITE / NTC certification in Mechanical / Air-Con / Electrical / Facility Management.</li> <li>• Skills knowledge of Building M&amp;E services or basic knowledge of building repairs will be preferred.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 days per week 44 hours</li> <li>• Full time / Permanent</li> </ul>
<b>Technician (Building)</b>	<p><b><u>Job Description:</u></b></p> <ul style="list-style-type: none"> <li>• Perform preventive and corrective building maintenance works according to quality standards and procedures.</li> <li>• Diagnose building problems and come up with solutions to repair them.</li> <li>• Able to replace tile, patching work, repair seepages.</li> <li>• Able to repair and rehung the door, window accessories, replace / repair lockset, and window accessories.</li> <li>• Installation of partition/ceiling and repainting etc.</li> <li>• Install and test new products, as well as demonstration to clients on the use and maintenance of installed equipment.</li> <li>• Proficient in plumbing &amp; sanitary works, able to repair leakage.</li> <li>• Ability to do parts ordering for repairs if needed.</li> <li>• Write up on reports on completed services.</li> </ul> <p><b><u>Job Requirement:</u></b></p> <ul style="list-style-type: none"> <li>• Minimum 3 years and above in Facilities Management environment.</li> <li>• Possess at least Nitec / NTC certification in Mechanical / Air-Con / Electrical / Facility Management.</li> <li>• Skills knowledge of Building services or basic knowledge of building repairs will be preferred.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 days per week 44 hours</li> <li>• Full time / Permanent</li> </ul>

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<b>Technical Officer (Mechanical &amp; Electrical)</b>	<p><b><u>Job Description:</u></b></p> <ul style="list-style-type: none"> <li>• Lead technicians for daily M&amp;E facilities maintenance and rectification works.</li> <li>• Carrying out maintenance, repairing and servicing tasks on ACMV system including BMS, chilled water system, FCU, AHU and mechanical ventilation system.</li> <li>• To carry out preventive / breakdown and corrective maintenance effectively and promptly.</li> <li>• Comply with regulatory and organisational Workplace Safety and Health (WSH) policies closely.</li> <li>• Preparing of technical reports on breakdown and proposals.</li> <li>• To prepare and create detailed work schedule, manpower and resource planning.</li> <li>• Able to understand engineering drawings and basic engineering calculation and code of practice.</li> <li>• Engage in improvement initiatives to improve cost, time and quality management.</li> <li>• Support the use of the latest smart facilities management trends or technologies.</li> </ul> <p><b><u>Job Requirement:</u></b></p> <ul style="list-style-type: none"> <li>• Minimum Diploma in Mechanical / Electrical Engineering or equivalents and above qualifications.</li> <li>• Minimum 3 years and above in Facilities Management industry.</li> <li>• Proficient in Communication skills and Microsoft Office application.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 days per week 44 hours</li> <li>• Full time / Permanent</li> </ul>
<b>Telephone Operator / Help Desk Operator</b>	<p><b><u>Job Description:</u></b></p> <ul style="list-style-type: none"> <li>• Coordinate the servicing, repairs and monitoring of smooth operations of Fault Management Centre (location: Punggol and Jurong area).</li> <li>• To act and respond to faults / incidents / complaints as per established SOP.</li> <li>• Generating of any fault reporting occurrences / incidents.</li> <li>• Manage and maintain internal system, including generating of Works Orders and directing to the IFM team to respond and track.</li> <li>• Support in other roles as may be instructed by the Supervisor or Team.</li> <li>• Station and manning estates helpdesk email, hotline etc.</li> <li>• Receive request for logistic support and inform the technicians of the event requirements.</li> </ul> <p><b><u>Job Requirement:</u></b></p> <ul style="list-style-type: none"> <li>• Minimum GCE " N/ O " Level or Nitec and above in Business Admin/ Mechanical/ Electrical / Electronic Engineering or Facilities Management Equivalent.</li> <li>• At least two (2) years of relevant working experience dealing with customers in a frontline / call center experience.</li> <li>• Be proficient in English and one other language, computer literate, proficient in Microsoft application.</li> <li>• Able to handle and swiftly respond with proper etiquette to telephone calls, emails received.</li> <li>• Must be Willing to perform night shifts twice a week.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 days per week 44 hours</li> <li>• Full time / Permanent</li> </ul>

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<b>Mechanical Technical Officer cum Driver</b>	<p><b>Job Description:</b></p> <ul style="list-style-type: none"> <li>• Lead the team of technicians for any rectification works required.</li> <li>• Liaising and managing of external vendors and contractors.</li> <li>• Carrying out maintenance, repairing and servicing tasks on ACMV system including BMS, chilled water system, FCU, AHU and mechanical ventilation system.</li> <li>• To carry out preventive / breakdown and corrective maintenance.</li> <li>• Attend to defects and requests promptly.</li> <li>• Ensuring safety while carrying out the maintenance work.</li> <li>• Preparing of technical reports on breakdown and proposals.</li> <li>• Prepare and create detailed work schedule, manpower and resource planning. Review and track of work progress.</li> <li>• Able to understand engineering drawings and basic engineering code of practice.</li> </ul> <p><b>Job Requirement:</b></p> <ul style="list-style-type: none"> <li>• Minimum Diploma in Mechanical / Electrical Engineering or equivalent and above qualifications.</li> <li>• Minimum 3 years and above in Facilities Management industry.</li> <li>• To hold a valid driving licence and good driving record in Singapore.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 days per week 44 hours</li> <li>• Full time / Permanent</li> </ul>
<b>Workplace Safety and Health Officer</b>	<p><b>Job Description:</b></p> <ul style="list-style-type: none"> <li>• Develop, implement and enhance WSH/EHS programmes.</li> <li>• Attend meetings and facilitate as recording secretary and put-up safety reports, including safety indices.</li> <li>• Prepare and conduct routine inspections at the various premises at client site in compliance to WSH/EHS related acts.</li> <li>• Plan, co-ordinate and oversee activities related to fire-safety, emergency response, first-aid and business continuity.</li> <li>• Investigate, analyse, report and suggest appropriate prevention measures in the event of incidents/accidents occurred on site.</li> <li>• Prepare and implement WSH/EHS risk assessment / management and safe work procedures in accordance with MOM regulations and code of practice.</li> <li>• Conduct investigations of WSH infringements and workplace accidents and recommend remedial actions.</li> <li>• Conduct safety-related training and briefing for client, sub-contractors, and staff.</li> <li>• Conduct WSH induction to client, sub-contractors, and staff.</li> <li>• Audit equipment, machineries, and assets regularly to ensure that they are in good working condition and equipped with safety protection.</li> <li>• Ensure that risk assessments for all work activities are conducted and briefed and to propose recommendation and review them when necessary.</li> <li>• Liaise with MOM on all WSH issues.</li> <li>• Advising the Site Manager on WSH matters.</li> <li>• Work with the client's Project Office to develop, implement, and maintain the WSH/EHS Management System.</li> </ul> <p><b>Job Requirement:</b></p> <ul style="list-style-type: none"> <li>• At least 4 years of relevant WSHO experience.</li> <li>• Minimum Diploma/ Degree in any Engineering discipline /Building / Safety &amp; Health / Environment.</li> <li>• Must be a Registered WSH Officer with MOM.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 days per week 44 hours</li> <li>• Full time / Permanent</li> </ul>