

Career Gateway@ServiceSG Centre Woodlands

24th Jan 2026

JOB LISTING BOOKLET



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

Legend:  – PMET Roles

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.

Participating Companies

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Legend:  – PMET Roles

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#1 Far East Organization

Far East Organization is a Christian Enterprise, which develops real estate and operates businesses by serving with grace, love, integrity and honesty. Together with its Hong Kong-based sister company Sino Group, they are one of Asia's largest real estate groups, with operations in Singapore, Malaysia, Australia, Japan, China (Mainland and Hong Kong) and USA.

Far East Organization is the largest private property developer in Singapore, having developed over 780 developments across all segments of real estate including 55,000 private homes in Singapore since its establishment in 1960. Far East Organization includes three listed entities: Far East Orchard Limited, Far East Hospitality Trust and Yeo Hiap Seng Limited.

Far East Organization is the winner of 14 FIABCI World Prix d'Excellence awards, the highest honour in international real estate. In 2022, Far East Organization is listed as top 50 of The Straits Time's Singapore Best Employers Study. We believe in taking care of the total well-being of our people as they grow with us. We nurture a community where talent is developed and recognised, innovative ideas are encouraged, and achievements celebrated.

Our health and well-being benefits provide physical, mental and spiritual support to our people and their families. In addition to annual leave, performance bonus, medical and insurance coverage, you can anticipate the provision of birthday leave, birthday benefits, family care leave, flexible benefits, staff rebates at F&B outlets, and special rates at our hotels, both locally and overseas. We empower you in your engagement with the wider community by providing varied activities to experience different opportunities to serve and contribute to the community.

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Cleaning Attendant (PT)	<ul style="list-style-type: none"> General Education or WSQ Certificate in Environmental Cleaning Able to understand basic instructions in English and communicate to customers Physically fit to carry out cleaning duties such as dusting, wiping, sweeping, mopping, handling and disposing waste Diligent, efficient and well-mannered 	<ul style="list-style-type: none"> Provide cleaning services at office premises, residential apartments and/or building areas Carry out general cleaning and maintain cleanliness using appropriate materials, products and equipment Handle and dispose waste according to standard procedures, instructions and cleaning industry standards Comply with performance standards as well as workplace safety and health policy and procedures 	<ul style="list-style-type: none"> Working Hours: 5 day / week 20hrs/ week Employment Type: Part Time Job Type: Contract Location: 16 Gambas Crescent 757006

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	worker, willing to learn and be trained		
Deliver Driver - Class 4	<ul style="list-style-type: none"> • Possess Class 3/4 Driving License, with good driving records • Familiar with major roads in Singapore • Good communication skills 	<ul style="list-style-type: none"> • To perform daily collection and delivery of Central Laundry items • To maintain the general cleanliness of the vehicle which shall include car washing • To carry out any other duties as assigned by the management or its representative from time to time 	<ul style="list-style-type: none"> • Working Hours: 6 days/week 44 hrs/ week • Employment Type: Full Time • Job Type: Contract • Location: 16 Gambas Crescent 757006
Laundry Attendant (FT)	<ul style="list-style-type: none"> • PSLE or equivalent • At least 1 year of relevant experience • Fast learner 	<ul style="list-style-type: none"> • Identify the linens and place them in the correct sorting bin/washer • Operate ironer/folding machines (manual folding may be required) • Packing of linens into trolleys • Maintain cleanliness of the working area 	<ul style="list-style-type: none"> • Working Hours: 6 days/ week 44 hrs/ week • Employment Type: Full Time • Job Type: Contract • Location: 16 Gambas Crescent 757006
Laundry Attendant (PT)	<ul style="list-style-type: none"> • PSLE or equivalent • At least 1 year of relevant experience • Fast learner 	<ul style="list-style-type: none"> • Identify the linens and place them in the correct sorting bin/washer • Operate ironer/folding machines (manual folding may be required) • Packing of linens into trolleys • Maintain cleanliness of the working area 	<ul style="list-style-type: none"> • Working Hours: 4 days/ week 24 hrs/ week • Employment Type: Part Time • Job Type: Contract • Location: 16 Gambas Crescent 757006

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Laundry Supervisor	<ul style="list-style-type: none"> • PSLE or equivalent • At least 3 years of relevant experience • Good team player with ability to lead a team 	<ul style="list-style-type: none"> • Assist with the efficient running of the laundry section as a Team Lead • Operate and supervise the operation of laundry machinery as assigned • Train and coach new laundry attendants • Ensure and observe workplace safety practices • Ensure and maintain cleanliness of working area 	<ul style="list-style-type: none"> • Working Hours: 6 days/ week 44 hrs/ week • Employment Type: Full Time • Job Type: Contract • Location: 16 Gambas Crescent 757006
Laundry Technician	<ul style="list-style-type: none"> • Minimum NITEC in Electrical Engineering / Mechanical Engineering or equivalent. • General mechanical, diagnostic, and troubleshooting abilities. 	<ul style="list-style-type: none"> • Maintain tunnel washer, washer extractor and dryers to keep laundry machinery and equipment in operational condition. • Troubleshoot and repair inoperative machines. • Provide support and assistance by responding appropriately to repair situations, assessing the problem, and taking the appropriate action. • Perform preventative maintenance and cleaning of machine ductwork and related equipment. • Maintain an inventory of tools and supplies necessary for the completion of repairs, and keep tools in good condition. 	<ul style="list-style-type: none"> • Working Hours: 6 days/ week 44 hrs/ week • Employment Type: Full Time • Job Type: Contract • Location: 16 Gambas Crescent 757006
Property Steward	<ul style="list-style-type: none"> • General Education or WSQ Certificate in Environmental Cleaning 	<ul style="list-style-type: none"> • Provide cleaning services at office premises, residential apartments and/or building areas 	<ul style="list-style-type: none"> • Working Hours: 5.5 days/ week 44 hrs/ week

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Able to understand basic instructions in English and communicate to customers • Physically fit to carry out cleaning duties such as dusting, wiping, sweeping, mopping, handling and disposing waste • Diligent, efficient and well-mannered worker, willing to learn and be trained 	<ul style="list-style-type: none"> • Carry out general cleaning and maintain cleanliness using appropriate materials, products and equipment • Handle and dispose waste according to standard procedures, instructions and cleaning industry standards • Comply with performance standards as well as workplace safety and health policy and procedures 	<ul style="list-style-type: none"> • Employment Type: Full Time • Job Type: Contract • Location: 16 Gambas Crescent 757006
<p>Room Attendants (Islandwide)</p>	<ul style="list-style-type: none"> • Willing to work rotating shifts, weekends and public holidays. • Team player with positive attitude and ability to work under pressure in a fast-paced environment. • Prior housekeeping or hospitality experience preferred. 	<ul style="list-style-type: none"> • Clean and prepare guest rooms/serviced apartments and public areas, including making beds, dusting, vacuuming, sanitising, and restocking amenities. • Maintain overall cleanliness of hotel/ serviced apartment, including corridors, carpets, service lift landings, furnitures, pantries, and other common areas. • Restock and organize housekeeping trolley and supplies. • Handle guest requests promptly and courteously, including collecting/returning room service trays, delivering amenities, and managing guest laundry and linen. • Report maintenance issues, room discrepancies, safety hazards, and lost & found items promptly according to standard operating procedures. • Ensure proper handling of master key during sign-in and sign-out to maintain security. • Perform periodic deep-cleaning (e.g. curtain changes, high 	<ul style="list-style-type: none"> • Working Hours: 6 days/ week 44 hrs/ week • Employment Type: Full Time • Job Type: Contract • Location: 6 Woodlands Square 737737

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		dusting, stainless steel polishing, carpet shampooing) and special projects (e.g. stock-taking, setting up show flat) to ensure the utmost comfort and safety for guests. <ul style="list-style-type: none"> Adhere to grooming, safety, and hygiene standards, and perform other duties assigned by supervisor. 	
Technician (Islandwide)	<ul style="list-style-type: none"> NITEC in Mechanical or Electrical Engineering or equivalent Versatile and able to do carpentry works Able to do shift work 	<ul style="list-style-type: none"> Carry out preventive and corrective maintenance for the assigned properties Ensure smooth running of all building Mechanical and Electrical services Ensure all equipment are maintained and operated according to instruction Carry out preventive maintenance of the equipment in accordance with Preventive Maintenance Schedule Inspect the premises daily, perform building round checklist recording and replace defective parts Attend to all work orders issued by the tenants and management Attend to emergency breakdown according to duty roster Ensure compliance to building and fire safety rules and regulations Manage and coordinate term contract servicing Record and monitor utilities consumption of the property Update the stock quantity of the maintenance materials regularly To be a member of the Company Emergency Response Team (CERT) 	<ul style="list-style-type: none"> Working Hours: 6 days/ week 44 hrs/ week Employment Type: Full Time Job Type: Contract Location: 6 Woodlands Square 737737

#2 WGT Group

At WGT Group, we bring together HR, manpower, and event services to support how businesses operate and deliver experiences. Our role is to connect people, planning, and execution in a way that is practical, dependable, and aligned with real-world requirements.



With a strong focus on quality and consistency, we work closely with clients to turn ideas into well-executed outcomes. *Crafting moments, shaping the future* reflects how we approach every engagement — thoughtfully, responsibly, and with long-term impact in mind.

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Assistant Planning Engineer	<ul style="list-style-type: none"> Diploma or Degree in any Engineering discipline and/or Equivalent Minimum of 2 years of related working experience in the Construction industry Proficient in Microsoft Project and Primavera is a must Experience in Construction Planning or LTA projects. 	<ul style="list-style-type: none"> Scheduling & Planning: Responsible for developing, controlling, and visually presenting the master project schedule, including activity duration estimation, resource planning, and site scheduling. Monitoring & Coordination: Manages project execution by monitoring progress against the baseline, coordinating subcontractors and resources, producing progress reports, supporting claims, and ensuring workplace safety adherence. 	<ul style="list-style-type: none"> Working Hours: 5.5 days/ week, 8.30am - 5.30pm, 8.30am - 1pm Employment Type: Full Time Location: 50 Playfair Road 367995
BBQ Assistant	<ul style="list-style-type: none"> Kitchen experience is preferred but not mandatory; willingness to learn is essential. Able to work efficiently in a fast-paced environment. Willing to work shifts, night shifts, weekends, and public holidays. 	<ul style="list-style-type: none"> Assist the BBQ Chef in preparing, cutting, marinating, and replenishing ingredients. Support the daily set-up and cleaning of the BBQ station, including tools, equipment, and work surfaces. Ensure ingredients, sauces, and supplies are properly 	<ul style="list-style-type: none"> Working Hours: 6 days/ week, 6:30pm – 3:30am Employment Type: Full Time


Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		stocked, labelled, and organized.	<ul style="list-style-type: none"> • Location: 50 Playfair Road 367995
BBQ Chef	<ul style="list-style-type: none"> • Minimum 2–3 years of experience in BBQ or related kitchen roles. • Willing to work shifts, weekends, and public holidays. • Must possess a valid Food Hygiene Certificate 	<ul style="list-style-type: none"> • Prepare, marinate, and grill various BBQ items, ensuring consistent quality and taste. • Assist with other kitchen duties as and when assigned by the Chef/Management. 	<ul style="list-style-type: none"> • Working Hours: 6 days/ week, 6:30pm – 3:30am • Employment Type: Full Time • Location: 50 Playfair Road 367995
Cook	<ul style="list-style-type: none"> • Able to work under pressure and follow recipes • Willing to work shifts, weekends & public holidays 	<ul style="list-style-type: none"> • Prepare & cook dishes following recipes • Ensure food quality, taste & presentation • Assist with stock management & kitchen supplies • Maintain cleanliness, organisation & hygiene standards • Work closely with the kitchen team during operations 	<ul style="list-style-type: none"> • Working Hours: 6 days/ week • Employment Type: Full Time • Location: 50 Playfair Road 367995
Electrical Appliance Promoter (Retail)	<ul style="list-style-type: none"> • At least 6 months of experience in sales or promotions, ideally in Home Appliances or Air Conditioning 	<ul style="list-style-type: none"> • Actively engage customers, introduce products, and create a positive brand experience. • Conduct interactive product demonstrations and communicate key benefits effectively. • Identify customer needs and recommend tailored solutions for exceptional service. 	<ul style="list-style-type: none"> • Working Hours: 6 days/ week, 1pm – 9pm • Employment Type: Full Time • Location: 50 Playfair Road 367995
Facilities Coordinator cum Receptionist	<ul style="list-style-type: none"> • Minimum 2–3 years' experience in front-desk / facilities / admin support roles Proficient in Microsoft Office and comfortable with administrative systems 	<ul style="list-style-type: none"> • Reception Duties: professional front-of-house point of contact, managing all visitor services, communications, and administrative logistics. • Facilities Coordination: Ensure seamless office 	<ul style="list-style-type: none"> • Working Hours: 5 days/ week, 8am – 6pm • Employment Type: Full Time

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		operations by proactively maintaining the workspace, coordinating all vendor services, and managing internal supplies and support.	<ul style="list-style-type: none"> • Location: 50 Playfair Road 367995
Finance Executive 	<ul style="list-style-type: none"> • Familiarity with basic accounting concepts and financial workflow processes • Proficiency in Microsoft Excel, able to create dashboards or systems; exposure to systems like SAP, Oracle, QuickBooks, or Xero is advantageous 	<ul style="list-style-type: none"> • Process daily financial transactions and ensure accounting accuracy by handling accounts payable, verifying documents, preparing payments and journal entries, performing reconciliations, and assisting with month-end closing. • Support financial reporting, compliance, and team administration through the preparation of management summaries, maintaining organized records for audits, updating financial schedules, and completing ad-hoc administrative tasks. 	<ul style="list-style-type: none"> • Working Hours: 5 days/ week, 8am – 6pm • Employment Type: Full Time • Location: 50 Playfair Road 367995
Kitchen Assistant	<ul style="list-style-type: none"> • Able to standby for long hours and attention to detail • Willing to work shifts, weekends, and public holidays 	<ul style="list-style-type: none"> • Help prepare food and do simple cooking • Wash and clean kitchen tools, equipment, and work areas. Help the cooks and chefs when needed 	<ul style="list-style-type: none"> • Working Hours: 6 days/ week, 7am – 11pm • Employment Type: Full Time • Location: 50 Playfair Road 367995
M&E Facility Manager 	<ul style="list-style-type: none"> • Min. Diploma in mechanical or electrical engineering or related discipline. • 2 years or more experience as a AFM/FM in commercial building • Dealing with HVAC or Aircon chillers. 	<ul style="list-style-type: none"> • Overseeing maintenance systems, work order management, facility operations, vendor contracts, compliance with SLAs and regulations, quality inspections, and identifying cost-saving opportunities. 	<ul style="list-style-type: none"> • Working Hours: 5 days/ week, 9am – 6pm • Employment Type: Full Time • Location: 50 Playfair Road 367995

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<p>Quantity Surveyor</p>	<ul style="list-style-type: none"> • Degree or Diploma in Quantity Surveying, Mechanical/Electrical Engineering, or equivalent. • Min 3 years of relevant experience in commercial construction projects/LTA projects. • Proficient in tools for quantity take-off and technical drawings. • Able to read and interpret engineering drawings and specifications. 	<ul style="list-style-type: none"> • Lead end-to-end tender and contract management, from initial quantity take-offs and cost estimation through to tender submission, contract review, and final account settlement. • Execute cost control and procurement, by sourcing materials and services, monitoring budgets, implementing value engineering, and analyzing costs to ensure project financial targets are met. 	<ul style="list-style-type: none"> • Working Hours: 5.5 days/ week, • 8.30am - 5.30pm • 8.30am - 1pm • Employment Type: Full Time • Location: 50 Playfair Road 367995
<p>Receptionist</p>	<ul style="list-style-type: none"> • Minimum 1–2 years’ experience in front-desk / facilities / admin support roles Proficient in Microsoft Office and comfortable with administrative systems 	<ul style="list-style-type: none"> • Reception Duties: professional front-of-house point of contact, managing all visitor services, communications, and administrative logistics. 	<ul style="list-style-type: none"> • Working Hours: 5 days/ week, 8:30am – 5:30pm • Employment Type: Full Time • Location: 50 Playfair Road 367995
<p>Resident Architect</p>	<ul style="list-style-type: none"> • Diploma/Advanced Diploma/Degree in Architecture, Building, or a related discipline. • Valid Resident Technical Officer (RTO) accreditation with IES (Institution of Engineers Singapore). • Least 5 years of experience in construction supervision for projects of similar scale and complexity in local context. Experience in LTA 	<ul style="list-style-type: none"> • Ensure construction works adhere to approved architectural drawings, specifications, and regulatory codes (BCA, URA, SCDF, NEA, etc.). • Collaborate with Resident Engineers (REs), contractors, and consultants to resolve site-related architectural issues. • Ensure seamless integration between architectural works and other trades such as MEP, structural, and interior design. 	<ul style="list-style-type: none"> • Working Hours: 6 days/ week, 8.30am - 5.30pm , 8.30am - 1pm • Employment Type: Full Time • Location: 50 Playfair Road 367995

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	projects is an added advantage.		
Resident Technical Officer (Architectural) 	<ul style="list-style-type: none"> • Diploma/Advanced Diploma/Degree in Architecture, Building, or a related discipline. • Valid Resident Technical Officer (RTO) accreditation with IES (Institution of Engineers Singapore). • Least 5 years of experience in construction supervision for projects of similar scale and complexity in local context. • Experience in LTA projects is an added advantage. 	<ul style="list-style-type: none"> • Quality & Compliance Oversight: Supervise all architectural works to ensure strict adherence to design intent, specifications, codes, and quality standards through review of submissions, periodic inspections, and monitoring of workmanship. • Coordination & Documentation: Coordinate architectural works with all other project disciplines (C&S, M&E), identify and escalate discrepancies, and meticulously document all site records, inspections, and correspondence. 	<ul style="list-style-type: none"> • Working Hours: 5.5 days/ week, • 8.30am - 5.30pm • 8.30am - 1pm • Employment Type: Full Time • Location: 50 Playfair Road 367995
Senior Quantity Surveyor	<ul style="list-style-type: none"> • Degree or Diploma in Quantity Surveying, Mechanical/Electrical Engineering, or equivalent. • Min 3 years of relevant experience in commercial construction projects/LTA projects. • Proficient in tools for quantity take-off and technical drawings. • Able to read and interpret engineering drawings and specifications. 	<ul style="list-style-type: none"> • Lead end-to-end tender and contract management, from initial quantity take-offs and cost estimation through to tender submission, contract review, and final account settlement. • Execute cost control and procurement, by sourcing materials and services, monitoring budgets, implementing value engineering, and analyzing costs to ensure project financial targets are met. 	<ul style="list-style-type: none"> • Working Hours: 5.5 days/ week, • 8.30am - 5.30pm • 8.30am - 1pm • Employment Type: Full Time • Location: 50 Playfair Road 367995
Service Crew (Karaoke)	<ul style="list-style-type: none"> • Prior F&B or customer service experience is an advantage. <p>Able to commit to either day or night shifts options, expectations includes weekends and public holidays (negotiable).</p>	<ul style="list-style-type: none"> • Present a neat and professional appearance at all times. <p>Customer Service, Greet customers warmly, clearly explain karaoke packages, take orders, handle payments, and ensure a smooth, positive experience from start to finish.</p>	<ul style="list-style-type: none"> • Working Hours: 6 days/ week, • Day Shift: 11:00am – 8:00pm (8 working hours + 1

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
			hour paid break time) • Night Shift: 6:30pm – 3:30am (8 working hours + 1 hour paid break time) • Employment Type: Full Time • Location: 50 Playfair Road 367995

e2i Services

e2i Services

- Career Coaching & Job Matching
- SkillsFuture Advice

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.sg/cg-cp123?r=qr>



Discover our Services at a Centre Near You

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

Operating Hours

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

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

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

📍 Scan here for our other Jobs and Skills Centres around Singapore.



NTUC Job Security Council's Telegram Channels

Be alerted daily on the latest job vacancies from hiring companies. Subscribe to JSC Telegram channels today! If you don't have Telegram, get more info on how to download the app at <https://telegram.org/>

- Subscribe to **PMET Jobs-Alert**
(e.g. Analyst, Engineers, Executives, Technicians, etc.)
<https://bit.ly/jsc-ja-pmet>
- Subscribe to **Non-PMET Jobs-Alert**
(e.g. Temporary, Part Time Jobs, Operators, Packer Roles, etc.)
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Explore this site to get this information:

- Career Resource kit for Professionals
 - Career Assessment Tool
 - e2i Resume Builder
 - Career Fairs
- and many more.



<https://e2i.sg.crp-yellow?r=q>

Find out the benefits you will enjoy as a NTUC Union Member.

Sign up today!



<https://ntuc.co/4cxkqt4?r=>