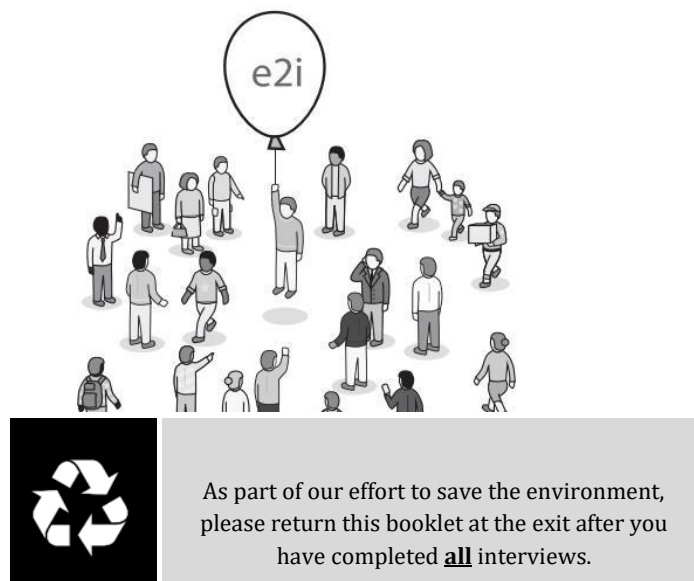


e2i Built Environment Career Conversion Programmes Virtual Job Fair

JOB LISTING BOOKLET



About e2i (Employment and Employability Institute)

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

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#1 Interior Design and Renovation

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Absolook Interior Holdings Pte Ltd – Project Sales Manager	Job Summary: The Project Sales Manager is responsible for driving interior design sales, managing client relationships, and overseeing project execution from initial consultation to handover. The role combines sales performance, design consultation, budgeting, and coordination with internal teams to ensure successful and timely delivery of residential or commercial renovation projects. Key Responsibilities: Sales & Client Engagement: • Generate and convert leads through walk-ins, referrals, digital platforms, and networking. • Conduct client consultations to understand design needs, lifestyle preferences, and budget. • Present design concepts and renovation proposals persuasively to close sales. • Prepare quotations, design briefs, and sales contracts. • Follow up with clients regularly and maintain strong long-term relationships. Project Management & Coordination: • Liaise with in-house designers, suppliers, and contractors to ensure smooth execution of projects. • Manage project timelines, cost control, and quality assurance. • Serve as the single point of contact for clients throughout the project lifecycle. • Conduct site visits, resolve on-site issues, and monitor progress to meet deadlines. • Coordinate procurement and logistics of materials and furnishings Operations & Reporting: • Track project budgets, invoices, and payment collections. • Update CRM and internal systems with accurate client and project data. • Provide weekly sales reports, pipeline updates, and project status summaries. • Assist in improving workflow, client experience, and post-sales follow-up processes.
Apex Design Pte Ltd– Sales Executive	Job Summary: The Sales Executive will manage and support business clients such as architects, interior designers, and contractors, many of whom are recurring customers. The role is also required to actively generate new leads and convert leads into projects. As sales volume continues to grow, this position will ensure clients receive timely and attentive support while helping to ease the workload of existing sales team members. Requirements: Minimum GCE 'N' Levels/ 'O' Levels.
Apex Design Pte Ltd – General Manager	Job Summary: The General Manager will play a key role in streamlining daily operations by making timely operational decisions to minimise delays across the workflow. The role involves overseeing day-to-day scheduling, acting as a central point of contact for employees, and reducing reliance on direct escalation to the business owner. This position will also introduce more structured management processes to support the company's continued growth. Requirements: Minimum GCE 'N' Levels/ 'O' Levels.

Job Positions	Job Description /Job Requirement
Apex Design Pte Ltd – Project Manager	Job Summary: The Project Manager plays a critical role in managing end-to-end furniture projects, from order confirmation through fabrication, delivery and installation, by providing close oversight and detailed follow-ups on assigned projects. The role involves coordinating closely with production, purchasing and installation teams, aligning schedules, materials and manpower, and serving as the key point of contact for clients and internal stakeholders. Through proactive monitoring of timelines, quality and site readiness, the Project Manager helps identify and resolve issues early, minimise disruptions on the ground, and ensure smoother project execution, timely delivery and improved overall client experience. Requirements: Minimum GCE 'N' Levels/ 'O' Levels.
Apex Design Pte Ltd – Storeman	Job Summary: The Stock Taker (Storeman) is responsible for ensuring accurate tracking and accountability of all raw materials and hardware. The role involves maintaining proper inventory records, enforcing authorised material issuance and adherence to standard operating procedures, and supporting accurate project cost and profit-and-loss tracking. By minimizing discrepancies, missing items and unrecorded usage, this position helps reduce material losses and supports better cost control across projects. Requirements: Minimum GCE 'N' Levels/ 'O' Levels.
Chee Geen Interior Pte Ltd - Sales Manager	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, leading and mentoring a team of sales executives, 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. Key Responsibilities: Strategic Sales Planning & Execution: • 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. • 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. •

Job Positions	Job Description /Job Requirement
	Business Development & Client Relationship Management: • 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. • Sales Operations & Reporting: • 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. Market Expansion & Innovation: • 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.
Createmake Projects Pte Ltd - Interior Designer	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. Key Responsibilities: • 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.

Job Positions	Job Description /Job Requirement
Createmake Projects Pte Ltd - Office Operations Manager	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. Key Responsibilities: • 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.
Everlast Design and Build Pte Ltd - Project Manager (Renovation & Construction)	Job Summary: We are seeking a dynamic and detail-oriented Project Manager to join our renovation and construction team. The ideal candidate will oversee all aspects of project planning, execution, and delivery, ensuring that projects are completed on time, within budget, and to the highest quality standards. The Project Manager will work closely with clients, architects, designers, subcontractors, and internal teams to deliver exceptional results. Key Responsibilities Project Planning & Coordination • Develop comprehensive project plans, including timelines, budgets, and resource allocation. • Coordinate with clients, architects, designers, and other stakeholders to understand project requirements and expectations. • Secure necessary permits, licenses, and approvals for construction activities. Budget Management • Prepare and manage project budgets, ensuring cost efficiency without compromising quality. • Monitor project expenses and ensure all financial goals are met. • Review and approve invoices, change orders, and other financial documents. Team Leadership • Supervise and coordinate the work of subcontractors, suppliers, and internal teams. • Ensure all team members adhere to project schedules and quality standards. • Provide guidance and problem-solving support to team members.

Job Positions	Job Description /Job Requirement
	Quality Assurance & Compliance • Ensure that all construction and renovation work complies with safety regulations, building codes, and industry standards. • Conduct regular site inspections to monitor progress and quality of work. • Address and resolve any issues or delays promptly. Client Communication • Serve as the primary point of contact for clients, providing regular updates on project progress. • Manage client expectations and address any concerns or changes in project scope. Risk Management • Identify potential project risks and develop mitigation strategies. • Ensure that all safety protocols are followed on-site to prevent accidents or injuries.
Jialux Interior Pte Ltd - Digital Marketing Manager	Job Summary: The Digital Marketing Manager will be responsible for developing, implementing, and optimizing Jialux Interior's Facebook, Instagram, and website marketing strategies to enhance brand awareness, generate leads, and drive business growth. The role requires expertise in social media management, content marketing, SEO, paid advertising, and performance analytics. Key Responsibilities: Social Media Marketing (Facebook & Instagram) • Develop and manage content strategy across Facebook and Instagram. • Plan and execute paid advertising campaigns (Facebook Ads, Instagram Ads). • Create engaging posts, stories, reels, and videos to boost audience engagement. • Monitor social media trends, competitors, and customer interactions to refine strategies. • Analyze social media insights and adjust campaigns to improve performance. Website & SEO Management • Optimize website content, structure, and user experience for lead generation. • Implement SEO best practices to improve search rankings. • Manage and update website pages with fresh content, blogs, and service information. • Track and analyze website traffic & conversion metrics using Google Analytics. Digital Advertising & Lead Generation • Plan and execute Facebook, Instagram, and Google Ads to increase traffic and inquiries. • Optimize ad spending to maximize ROI and conversion rates. • Implement remarketing strategies to re-engage potential customers. Content Strategy & Branding • Develop and execute a monthly content calendar for social media and website. • Collaborate with designers and videographers to create high-quality visual content. • Ensure all marketing materials align with Jialux Interior's branding. Data Analytics & Performance Optimization • Track key marketing KPIs (engagement, leads, conversions, ROAS, SEO rankings).

Job Positions	Job Description /Job Requirement
	• Conduct A/B testing to improve ad and content performance. • Prepare monthly reports on marketing effectiveness and suggest improvement.
Lim Lian Kun Decoration Contractor Pte Ltd - Operations Manager	Job Summary: The Operations Manager is responsible for overseeing the full project operations lifecycle in an interior design company, ensuring projects run smoothly from inception to completion. This includes managing project timelines, coordinating teams and resources, optimizing workflows, and ensuring compliance with industry standards. Key Responsibilities: Company Operations & Project Lifecycle • Understand the company's service offerings including residential and commercial design and renovation. • Lead the execution of interior design projects from client briefing to final handover. • Ensure alignment with Standard Operating Procedures (SOPs) and update workflow documentation as needed. • Utilize tools such as AutoCAD and Excel for project tracking and reporting. Project Management & Resource Coordination • Develop and manage project timelines, schedules, and milestones. • Coordinate tasks among internal teams (design, site supervisors) and external partners (suppliers, subcontractors, vendors). • Conduct regular site visits and oversee quality inspections. Vendor & Inventory Management • Source and evaluate suppliers for furniture, fittings, and materials. • Monitor procurement schedules and control inventory levels. • Handle cost comparisons, lead time analysis, and ensure timely deliveries. Process Improvement & Quality Control • Identify inefficiencies and propose improvements to streamline operations. • Establish and enforce quality control checkpoints throughout the project lifecycle. • Create escalation procedures and issue management protocols. Client Servicing & Documentation • Maintain consistent communication with clients on progress, variations, and timelines. • Manage the defect rectification process and project handover procedures. • Prepare documentation including project reports, meeting notes, site diaries, and costing sheets. Legal, Compliance & Contract Administration • Review and manage contracts with clients, contractors, and subcontractors. • Ensure all projects comply with HDB, BCA, and other regulatory requirements. • Handle variation orders, disputes, and ensure PDPA compliance in client data management. Budget & Cost Control • Draft project budgets, track actual expenditure, and reconcile variances.

Job Positions	Job Description /Job Requirement
	- Identify and implement cost-saving opportunities. - Manage project risk assessments and contingency planning. Leadership & Workforce Management - Lead and supervise installation teams and site personnel. - Oversee workforce planning including staff scheduling, performance evaluations, and training. - Foster team morale and resolve conflicts efficiently. Operational Strategy & Business Development - Assist in planning for business scalability and taking on larger or multiple concurrent projects. - Research and implement industry best practices. - Present findings and propose strategies to enhance future operational efficiency.
Mikaboo Interior Design - Interior Designer	Job Summary: - Onboard customers that are keen to explore any renovation / repair / refurbishment services. - Take clients through space planning and materials selection process. - Accompany clients to shopping for appliances, fixtures and fittings, materials etc whenever needed. - Project management and liaising with our sub-contractors throughout the renovation journey. - Support company's activities like outreach, events, roadshows. - Actively share your products and services with your own personal network. Job Requirements: - Able to commit at least 3 full days a week (weekends included). - Someone that takes initiative, team player and open to fast paced environment.
Mikaboo Interior Design - Business Development Executive	Job Summary: - Actively hunt for new sales revenue for the company. - Push out initiatives / promotions and campaigns for the company. - Look out for any potential collabs and partnerships that can be useful for the company. - Support company events and networking nights. - Do initial consultations for any renovation clients for pre-onboard. Job Requirement: - Prefer someone who has some form of sales and marketing / business development background in any field. - Open minded individuals that are hungry and determined. - Able to commit to ad-hoc and impromptu activation for sales related activities and networking events.
Pillar Design Renovations Pte Ltd - Sales Assistant	Job Summary: We are seeking a motivated and personable Sales Assistant to join our dynamic team at Pillar Design Renovations, an innovative interior design company specializing in residential and commercial spaces. This role is perfect for someone passionate about interior design, has a keen eye for detail, and enjoys helping clients bring their vision to life.

Job Positions	Job Description /Job Requirement
	Key Responsibilities: • Client Consultation: Engage with clients to understand their interior design preferences, project requirements, and budget. Offer recommendations on suitable design solutions, materials, and furnishings. • Quotation Preparation: Assist in preparing accurate quotations for clients, including costs for design services, materials, furniture, and accessories. • Product Order Management: Manage product orders by liaising with suppliers, ensuring timely deliveries, and confirming stock availability. Help clients track the progress of their orders. • Design Presentation Support: Assist the interior designer team in creating design presentations or concept visuals for clients. Ensure that materials, finishes, and furniture samples are ready for client presentations. • Vendor Coordination: Work with suppliers and vendors to source materials, products, and accessories based on customer specifications. Ensure that orders are fulfilled according to the project timeline. • Event and Promotion Support: Assist in organizing showroom events, promotions, to attract potential clients. This may include assisting with invitations, setup, and customer interactions. • Customer Feedback Collection: Gather customer feedback and reviews to help improve service offerings. Address any concerns or complaints promptly to maintain high customer satisfaction. • Inventory and Stock Control: Help with stock-taking, organizing inventory, and ensuring that product stock levels are adequate. Notify management when items need to be replenished. • Administrative Support for Invoicing: Assist with invoicing and payment processing for completed sales or projects. Ensure all financial documentation is accurate and up to date. • Maintain Design Samples: Organize and maintain an up-to-date library of fabric swatches, wallpaper samples, furniture catalogs, and other design materials for client reference. • Customer Interaction: Provide friendly and professional customer service to clients visiting the showroom or contacting us online. Offer personalized advice on interior design products, materials, and services based on client needs. • Sales Support: Assist in driving sales by promoting our range of design products and services. Help clients select furniture, lighting, and decor that align with their design preferences and budget. • Product Knowledge: Stay up-to-date with the latest trends in interior design, products, and services. Share detailed product knowledge with customers to help them make informed decisions. • Showroom Maintenance: Ensure that the showroom is well-organized, visually appealing, and stocked with products for display. Help maintain product displays and ensure that products are presented effectively. • Administrative Tasks: Assist with managing customer inquiries, processing orders, maintaining client records, and handling basic office tasks such as data entry and filing. • Collaboration: Work closely with the design and marketing teams to promote products, services, and ongoing promotions. Assist with organizing events and promotional campaigns. • Client Follow-ups: Follow up with potential clients to ensure they are satisfied with their purchases and assist with any post-sales needs.
Saege Pte Ltd - HR AND ACCOUNTANT EXECUTIVE	Job Summary: The HR & Accountant Executive is responsible for managing both human resource and financial functions within the organisation. This role supports recruitment, onboarding, employee relations, payroll administration, and compliance with employment regulations, while also handling daily financial operations such as

Job Positions	Job Description /Job Requirement
	bookkeeping, accounts payable and receivable, financial reporting, and tax compliance. The position ensures smooth HR and accounting processes, maintains accurate records, supports budgeting and business planning, and contributes to organisational growth by enhancing workforce management and financial efficiency.
Saege Pte Ltd - Sales Assistant	Job Summary: 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. Key Responsibilities: Client Consultation & Sales • 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. Project Planning & Coordination • 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. Design & Space Planning • 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. Homeowner Management • 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.
Shunxue Tiling Pte Ltd - Project Manager	Job Summary: The Project Manager is responsible for overseeing tiling and renovation projects from planning to completion. The role involves coordinating site activities, managing project timelines, supervising subcontractors, ensuring quality workmanship, and maintaining effective communication with clients, suppliers, and contractors. The Project Manager plays a key role in ensuring projects are delivered on time, within budget, and according to project specifications. Key Responsibilities: Project Planning & Coordination • Plan and organise tiling and renovation project schedules and timelines. • Review project drawings, tiling layouts, and technical specifications. • Coordinate manpower allocation and site work schedules.

Job Positions	Job Description /Job Requirement
	• Liaise with interior designers, contractors, and clients to ensure project requirements are met. • Ensure smooth coordination between site teams, suppliers, and subcontractors. Site Supervision & Operations Management • Monitor daily site activities and ensure work progresses according to schedule. • Supervise tiling installation works and ensure adherence to technical standards. • Identify potential site issues and implement timely solutions. • Ensure proper use of materials, tools, and equipment on site. • Maintain safe and organised work environments at project sites. Quality Control & Compliance • Conduct regular site inspections to ensure tiling workmanship meets quality standards. • Ensure compliance with safety regulations and workplace safety practices. • Monitor project milestones and ensure work meets design specifications. • Manage defect rectification and coordinate project handover. Cost Control & Procurement • Assist in preparing project cost estimates and quotations. • Monitor material usage and control project costs. • Coordinate procurement of tiles, materials, and equipment. • Track project expenses and ensure budgets are adhered to. Client & Stakeholder Management • Communicate project updates and progress reports to clients and management. • Address client enquiries, feedback, and service issues professionally. • Maintain good working relationships with suppliers, contractors, and business partners. Project Reporting & Business Support • Prepare project progress reports and documentation. • Track project performance and identify improvement opportunities. • Support business development by assisting with project proposals and tender submissions.
Studio Pivot Pte. Ltd - Brand / User Experience (UX) Designer	Job Summary: 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. Reporting to: Director / Senior Management. Key Responsibilities: Brand Design • Develop brand identities, including logos, colour palettes, typography, and visual guidelines. • 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.

Job Positions	Job Description /Job Requirement
	User Experience (UX) Design • 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. Collaboration & Communication • 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.
Vcus Pte Ltd - Furniture Consultant	Job Summary: 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. Key Responsibilities: • 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. Requirements: • 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. • Working Hours: Monday – Friday, 9:00 AM – 6:00 PM • Location: 19A Serangoon North Ave 5, Level 2, Singapore • Reports To: Sales Manager / Business Owner

#2 Construction, Property Management, Facilities Management, Landscaping

Job Positions	Job Description / Job Requirement
AcePLP.com Pte Ltd - Trainee CAD/BIM Engineer	Job Summary & Key Responsibilities: • Learn and demonstrate proficiency in relevant construction code of practice, BIM tools and construction IT workflow processes. • Develop undertake BIM modelling and CAD drafting roles in a variety of construction environments including, but not limited to, commercial education, industrial, healthcare related projects. • Work with clients across all construction stages to develop BIM models, shop drawings, as-built drawings, and submission documentation. • Review all work for completeness and accuracy. • Ad-hoc duties assigned by the Management and support staff team.
Exceltec Property Management Pte Ltd - Property Executive	Job Summary & Key Responsibilities: The duties of the Property Officer shall include but not limited to the following: • Assists the Condominium/Complex Manager in ensuring the smooth operations and effective management of the estate. • Handles all office routine. • Supervises the office staff.Helps coordinate the building supervisor, fire safety manager and the technicians. In charge of the management, bookings, 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
Exceltec Property Management Pte Ltd - Property Officer	Job Summary & Key Responsibilities: The duties of the Property Officer shall include but not limited to the following: • Assists the Condominium/Complex Manager in ensuring the smooth operations and effective management of the estate. • Handles all office routine. • Supervises the office staff.Helps coordinate the building supervisor, fire safety manager and the technicians. In charge of the management, bookings, 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
Mitsubishi Elevator (Singapore) Pte Ltd- Assistant Specialists	Job Summary & Key Responsibilities: • Able to perform maintenance and servicing of lift or escalator. • Handling of breakdown and troubleshooting • Carry out repairs, adjustments, and replacement of parts • Following safe work procedures • Any other ad hoc duties assigned by the Supervisor
E M Services Private Limited - Property Officer	Job Summary & Key Responsibilities: • Conservancy • Supervise and control conservancy contractors according to contract specifications in order to ensure cleanliness in the estates. • Enforce liquidated damages.

[Job Positions]	Job Description / Job Requirement
	• Requisite and control inventories. • Enforce environmental public health rules, e.g., prevention of mosquitoes breeding, rodent and pest infestation. • Building Maintenance. • Carry out daily estate work using the estate inspection system • Liaise, supervise and control contractors. Monitor and evaluate contractors' performance. • Identify building defects and recommend remedial action and also carry out preventive maintenance works. • Recommend and implement estate improvement works and cyclical maintenance projects as and when required. • Prepare and control budget estimates. • Attend to feedback, complaints and services requested by the residents. • Liaise with councillors, community leaders, grassroots organisations and other government departments as well as attend Residents' Committee, Standing Committee and council meetings. • Enforce Town Council's by-laws. • Supervise newer S/POs on major and complicated works such as repair to spalling concrete, reconstruction of sunken apron, construction of retaining wall and improvement and upgrading works. • Liaise with government agencies on works carried out in the estate. • Liaise with HDB's upgrading contractors and attend working committee meetings for HUP, HIP, etc. • Assist in monitoring progress of A&A, improvement & cyclical maintenance work projects programme. • Horticultural Works. • Inspect landscape sites, turfs, trees, shrubs and flowerbeds in accordance with the schedule submitted by the term contractors. • Monitor the standard of maintenance works (including tree pruning and grass cutting) provided by the contractors and submit feedback to S/Hos. • Implement landscaping projects in consultation with the S/Hos. • Assist S/HOs to take over completed landscape projects and turf areas • Arrears Management. • Conduct home visits to remind residents for arrears payment and identify financial hardship cases. • Monitor arrears cases. • Administration. • Invite quotations. • Issue works orders and perform budget control. • Attend to cases from HDB's BSC Module. • Perform call centre and counter duties if required. • Monitor and compile record for improvement and assist in CIPC submissions. • Apply for CIPC funding and claims. • Provide training to new recruits under OJT programme. • Monitor PUB utility consumption. • Accompany MPs for house visits. • Attend grassroots functions and support S/PM and PRM in preparation. of events / functions and Town Council's activities. • Other duties as assigned from time to time.
Rhodo Property and Estate Management Services Pte Ltd- Property Executive	Job Summary & Key Responsibilities: • 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.

[Job Positions]	Job Description / Job Requirement
	• 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.
Rhodo Property and Estate Management Services Pte Ltd - Integrated Facility Management Executive	Job Summary & Key Responsibilities: • 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.
Rhodo Property and Estate Management Services Pte Ltd - Admin Assistant	Job Summary & Key Responsibilities: Front Desk & Communication • Attend to walk-in residents, visitors, and contractors politely and professionally. • Handle phone and email enquiries, and escalating issues where necessary. • Maintain the estate's communication logbook and visitor records. Administrative & Clerical Duties • 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. Meeting Support • 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. Estate Support • 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.). Financial Support (Basic) • Assist in petty cash handling and simple claims documentation. • Record and track invoices, payment vouchers, and receipt copies for finance team follow-up.
Rhodo Property and Estate Management Services Pte Ltd - HQ Administrator	Job Summary: As the HQ Administrator, you will support the operational side of estate management by coordinating administrative tasks, tracking contract timelines,

[Job Positions]	Job Description / Job Requirement
	and facilitating smooth communication between sites and contractors. This role is essential to ensuring efficient backend support for the estate teams. Key Responsibilities: • 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.
Element Geotechnical Testing (S) Pte Ltd - Data Processor	Job Summary: The Data Processor is responsible for extracting, processing, validating, and compiling instrumentation monitoring data for various projects. The role supports the monitoring team by ensuring accurate data management, timely reporting, and proper documentation of instrumentation readings from site monitoring system. Key Responsibilities: Management System • Adhere to Element Quality and SHE management system policies and procedures. • Assist with hazard identification and risk assessment exercises within their areas of responsibility. • Monitor day-to-day health and safety in the area of responsibility and ensure all hazards, near misses and accidents are reported. Data Processing & Reporting • Process, verify, and manage data collected from geotechnical instruments such as inclinometers, piezometers, settlement markers, strain gauges, and vibration monitors • Perform data validation, trend checks, and basic analysis to identify anomalies • Prepare daily, weekly, and monthly monitoring reports for clients and authorities (e.g. LTA, PUB) • Maintain accurate records, data logs, and monitoring databases Instrumentation & System Exposure • Support configuration and monitoring of data loggers, sensors, and remote monitoring systems. • Assist in instrument tagging, calibration records, and documentation. • Work closely with site teams and engineers to understand instrument installation and monitoring requirements. Coordination & Compliance • Coordinate with site supervisors, technicians, and engineers on data submission timelines.

[Job Positions]	Job Description / Job Requirement
	• Ensure monitoring data complies with project specifications and authority requirements. • Support audits, inspections, and internal quality checks.
Earthscape Concepts Pte Ltd – Project Manager/ Assistant Project Manager/ Project Executive/ Project Admin	Job Summary & Key Responsibilities: Project and Site Management • Involved in project inception, development, implementation and completion, with respect to managing people, money and time. • Co-ordinate all projects comprehensively with all stakeholders (internal and external) and be responsible for all work performance. • Controls project by reviewing design, specifications, and plan and schedule changes; pre-empt and trouble shoot site problems early, recommending actions, setup procedures. • Determines project schedule by studying project plan and specifications; calculating time requirements; sequencing project elements. • Liaise with site personnel on the project schedules and sequencing of work arrangements. • Understand contracts, ensure compliance to and fulfillment of agreed contractual terms and conditions. • Maintains safe and clean working environment by enforcing procedures, rules, and regulations on WSH. • Conduct regular site assessments to inspect construction practices, horticultural practices and landscape quality requirements. • Tracks progress and provide reports and prepare progress claims • Versed with CAD drawing production SOP, format, processes and organisation. • oversee nursery management, inventory management and procurement activities with Worker Supervisor, Design Team and Office Admin • Assist in sales.

#3 Environment Services

[Job Positions]	Job Description / Job Requirement
Ecospace Pest Management Pte Ltd - Pest Control Technician	Job Summary: We are seeking a dedicated and professional Pest Control Technician to join our team. The ideal candidate will exemplify integrity, responsibility, and a strong work ethic, prioritizing the company's interests while delivering exceptional pest management services. They will demonstrate excellent communication skills, a positive attitude, good discipline, and a commitment to safety and quality. Key Responsibilities: • Conduct thorough pest inspections at residential and commercial sites to identify pest problems and determine appropriate treatment methods. • Apply pest control solutions safely and effectively, following all safety regulations and company protocols. • Communicate clearly and professionally with clients to explain pest issues, treatment plans, safety precautions, and follow-up instructions. • Maintain detailed records of inspections, treatments, and services provided. • Prioritize customer satisfaction while adhering to company policies and standards. • Demonstrate responsibility by ensuring all tools, equipment, and chemicals are well-maintained and used properly. • Practice discipline by adhering to schedules, safety guidelines, and company procedures. • Uphold a positive attitude and professional demeanor, fostering trust and cooperation with clients and team members. • Continuously update knowledge of pest control techniques, safety regulations, and industry best practices. • Collaborate with team members and supervisors to improve service quality and operational efficiency. Requirements: • Proven experience in pest control or related field preferred. • Good communication and interpersonal skills. • Ability to work independently and responsibly. • Strong discipline and adherence to safety standards. • A positive attitude and professional appearance. • Valid driver's license and clean driving record. • Certification or licensing as required by local regulations (if applicable). Attributes we value: • Integrity and strong ethical standards. • Prioritization of company and client interests over personal gain. • Excellent communication skills. • Good attitude and reliability. • Sense of responsibility and accountability. • Discipline and attention to detail. • Reporting to Zone Manager. • Official Working Hours: Mon-Fri 9am to 6pm Sat 9am to 1pm • Working Location: various parts of Singapore

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[Job Positions]	Job Description / Job Requirement
Mastermark Pte Ltd - Administrative Associate	Job Summary: Mastermark is a leading consultancy specialising in wildlife hazard management and environmental risk mitigation for airports, government agencies, and private sector clients across Asia. We are seeking a reliable, detail-oriented Administrative Associate to support our growing regional operations. This role is central to the smooth functioning of our consultancy. You will provide administrative and coordination support across business development, consultancy, and management teams, ensuring efficient workflows, accurate documentation, and professional communication with internal and external stakeholders. As an Administrative Associate, you will: • Provide day-to-day administrative and clerical support to ensure smooth office and operational functioning. • Coordinate schedules, meetings, and internal communications across teams, including preparing agendas and recording action items where required. • Prepare and format routine documents such as internal reports, standard templates, correspondence, and basic presentations • Maintain organised filing systems for administrative records, contracts, and project documentation in accordance with company procedures. • Update internal databases and tracking logs accurately, ensuring information is current and properly archived. • Act as a point of contact for general administrative enquiries and support information flow between departments. • Support office management tasks, including procurement coordination, records management, and ad-hoc administrative duties as assigned. Requirements: • Minimum ITE Higher Nitec or equivalent qualification. • Fresh graduates are welcome to apply. • Strong organisational skills with the ability to manage routine administrative tasks efficiently. • Clear written and verbal communication skills for internal coordination and documentation. • Detail-oriented, dependable, and able to follow established processes independently. • Proficient in Microsoft Office and common workplace collaboration tools. • Prior administrative or office support experience is an advantage but not mandatory.
Seah Yong Heng Trading Pte Ltd - ITAD Sorter	Job Summary: • Responsible for sorting, classifying and processing used IT equipment such as computers, servers, networking devices, and peripherals in accordance with company SOPs and compliance standards. • Evaluates each item for reuse, resale, remarketing, recycling, or secure destruction with strong emphasis on data security and environmental, health and safety requirements. • Maintains accurate inventory and asset tracking through proper labelling, data entry, and documentation of item movements and disposition. • Supports daily warehouse operations through safe handling of equipment, proper packaging and storage of items, and maintaining a clean, organised work area. • Works closely with supervisors to meet operational targets, complete assigned tasks, and submit timely, accurate reports and logs.

[Job Positions]	Job Description / Job Requirement
	Requirements: • Minimum Secondary/N-Level or equivalent, with basic English reading and writing skills. • Open to mid-career individuals who are keen to switch into the IT asset disposition, recycling or warehouse operations sector. • Able to understand and follow work instructions, SOPs, safety procedures, and data security requirements in a structured operational environment. • Possesses basic interest in IT equipment such as laptops, desktops, servers, networking devices, and peripherals, and is willing to learn how to identify, sort, label and process such assets correctly. • Comfortable performing hands-on operational and warehouse-related duties, including sorting, lifting, moving, packing and storing IT equipment safely. • Able to use simple digital tools and systems for asset tracking, inventory updates and basic reporting. • Has good attention to detail, a responsible work attitude, and willingness to comply with data protection, environmental, health, and safety requirements relevant to ITAD operations. • Able to work independently and as part of a team, follow supervisor instructions, and complete assigned tasks and reports accurately and on time.
Seah Yong Heng Trading Pte Ltd – Operation Manager	Job Summary: • Responsible for overseeing end-to-end logistics and operations systems, including planning and scheduling of manpower, vehicles, equipment and inventory across multiple sites in accordance with company SOPs and compliance standards. • Ensures smooth daily operations through effective resource allocation, job tracking and coordination, maintaining clear workflow visibility via dashboards and timely updates of operational data. • Develops, standardises and enforces SOPs, monitors KPIs and operational performance, and prepares reports to highlight issues, drive corrective actions and support management decisions. • Oversees warehouse and inventory management, ensuring accurate records, space utilisation, safe handling and material flow to support ITAD, solar panel recycling and other business activities. • Drive continuous improvement initiatives to eliminate bottlenecks, enhance productivity and cost efficiency, and work closely with Project Manager and ground teams to meet operational targets. Requirements: • Diploma or degree in Logistics, Supply Chain, Operations Management, or related discipline. • At least 4 years of experience in operations, warehouse, or logistics management, preferably in recycling, waste management or related industries. • Strong planning, organising and problem-solving skills with hands-on experience in route planning, resource scheduling and daily operations coordination. • Proven ability to standardise processes, implement SOPs and ensure consistent adherence on the ground. • Firm yet fair leadership style, able to lead, guide and motivate a diverse ground operations team. • Good communication and interpersonal skills, able to work closely with Project Manager, management and cross-site teams to resolve issues. • Comfortable working in a fast-paced, dynamic environment and willing to be hands-on on the ground when needed.

[Job Positions]	Job Description / Job Requirement
Servcare Services Pte Ltd - Pest Control Technician	Job Summary: We are seeking a dedicated and professional Pest Control Technician to join our team. The ideal candidate will exemplify integrity, responsibility, and a strong work ethic, prioritizing the company's interests while delivering exceptional pest management services. They will demonstrate excellent communication skills, a positive attitude, good discipline, and a commitment to safety and quality. Key Responsibilities: • Conduct thorough pest inspections at residential and commercial sites to identify pest problems and determine appropriate treatment methods. • Apply pest control solutions safely and effectively, following all safety regulations and company protocols. • Communicate clearly and professionally with clients to explain pest issues, treatment plans, safety precautions, and follow-up instructions. • Maintain detailed records of inspections, treatments, and services provided. • Prioritize customer satisfaction while adhering to company policies and standards. • Demonstrate responsibility by ensuring all tools, equipment, and chemicals are well-maintained and used properly. • Practice discipline by adhering to schedules, safety guidelines, and company procedures. • Uphold a positive attitude and professional demeanor, fostering trust and cooperation with clients and team members. • Continuously update knowledge of pest control techniques, safety regulations, and industry best practices. • Collaborate with team members and supervisors to improve service quality and operational efficiency. Qualifications: • Proven experience in pest control or related field preferred. • Good communication and interpersonal skills. • Ability to work independently and responsibly. • Strong discipline and adherence to safety standards. • A positive attitude and professional appearance. • Valid driver's license and clean driving record. • Certification or licensing as required by local regulations (if applicable). Attributes we value: • Integrity and strong ethical standards • Prioritization of company and client interests over personal gain • Excellent communication skills • Good attitude and reliability • Sense of responsibility and accountability • Discipline and attention to detail • Reporting to Zone Manager • Official Working Hours: Mon-Fri 9am to 6pm Sat 9am to 1pm • Working Location: various parts of Singapore
Superclean Maintenance Services Pte Ltd - Senior Project Executive/ Supervisor	Job Summary: Manage and oversee daily cleaning operations at multiple commercial sites (e.g., offices, retail outlets, business parks). Coordinate cleaning teams, ensure service quality, liaise with clients, and manage site logistics to ensure customer satisfaction and operational efficiency.

[Job Positions]	Job Description / Job Requirement
	Key Responsibilities: Site & Operations Management: - Plan and coordinate daily cleaning schedules and tasks across assigned commercial sites. - Conduct routine site inspections to ensure cleanliness standards are met. - Oversee deployment of cleaners and supervisors, ensuring adequate staffing levels. - Monitor and ensure timely delivery of cleaning services as per client agreements. Client Relationship Management: - Serve as the main point of contact for clients. - Attend client meetings and respond to requests, concerns, or complaints promptly. - Ensure strong client satisfaction and retention through excellent service delivery. Staff Supervision & Coordination: - Supervise and guide site supervisors, team leaders, and cleaning staff. - Conduct regular briefings, training, and performance assessments. - Handle staff scheduling, attendance, and leave planning. Quality Assurance & Compliance: - Ensure adherence to internal SOPs and external hygiene/safety regulations. - Carry out regular audits and inspections; implement corrective actions as needed. - Monitor use of cleaning materials and ensure proper handling of equipment and chemicals. Administration & Reporting: - Prepare monthly reports on site activities, incidents, and manpower. - Maintain proper documentation for staff deployment, inventory, and site performance.
Termi-Mesh Singapore Pte Ltd - Accounts Assistant (Billing)	Job Summary & Key Responsibilities: Inventory / Stocks: - Prepare and raise PO for indent to TMA putting into account all current ongoing projects. - Monitor, update & maintain records of material stock. - Reconcile stock records with accounting records. - Assist auditors during yearly stock take. - Maintain record of quantities claimed. - Generate monthly reports of inventory at hand. Billing - Process Payment Claims. - Generate Invoices. - Maintain Statement of Accounts. - Monitor due dates for Payment Responses and Payment Due Date. - To call Main Contractor/Owner when due date has lapsed. - Generate monthly reports of Claims issued and Receipts.
Termi-Mesh Singapore Pte Ltd - HR Executive	Job Summary A HR executive's job description includes managing HR functions like recruitment, employee relations, and benefits administration while ensuring

[Job Positions]	Job Description / Job Requirement
	compliance with labor laws. Key responsibilities involve creating and updating company policies, onboarding new hires, conducting performance reviews, and developing training programs to foster a productive and positive work environment. Key Responsibilities: Recruitment and hiring • Manage the entire hiring process, from creating job descriptions and screening resumes to conducting interviews and managing the onboarding of new employees. • Employee relations: Handle employee grievances, conflicts, and disciplinary actions. They also conduct exit interviews and manage the termination process. Policy and compliance Develop, implement, and update HR policies and procedures. Ensure the company complies with all labor laws and regulations. Performance and development Oversee employee performance reviews and work with managers to create development plans for employees. Compensation and benefits: Administer and monitor employee benefits programs, such as health insurance and retirement plans. Record keeping: Maintain accurate and confidential employee records. Organizational development Contribute to building a positive company culture, improving employee engagement, and aligning HR strategies with business goals. Training Coordinate and conduct training programs to enhance employee skills and knowledge.
Termin-Mesh Singapore Pte Ltd - Logistic Officer	Job Summary & Key Responsibilities: Supply Chain Management Manage the flow of goods from origin to destination. Inventory and Store Monitor stock levels, manage incoming and outgoing shipments, and oversee store operations. Procurement of materials, PPE, accessories. Transportation Coordination Select and manage carriers, negotiate contracts and shipping rates, and monitor transportation costs. Material preparation Oversee and manage preparation of materials to ensure adequate stock so as not to interrupt installation work. Compliance and Safety Ensure compliance with regulatory requirements and international trade agreements, and develop safety procedures.

[Job Positions]	Job Description / Job Requirement
	Vendor and Stakeholder Management Maintain relationships with suppliers, carriers, and other stakeholders. Reporting and Problem-Solving Prepare reports on supply chain performance, inventory and resolve issues such as lost or damaged shipments.
Termi-Mesh Singapore Pte Ltd - Project Co-ordinator	Job Summary: • The Project Co-ordinator assists and reports to the Operations Manager in the Operations activities within the company. • The Project Co-ordinator assists the Operations Manager in ensuring the Operations Department's conformance to the Company's quality system in accordance with customer and company requirements. Key Responsibilities: • To monitor the progress of the projects on site and plan for the installation of the Termimesh System. • To co-ordinate with the Main Contractor in the timely implementation of the Construction Schedule so as to facilitate the seamless installation of the Termimesh System. • To attend site meetings. • Assists in the maintenance of high standards of the Termimesh System's operations, product quality, reliability and safety. • Keeping a record of daily work done on site. • Organising and deploying the installers to the project sites. • Organising the mobilisation of materials and tools for each project. • Keeping an inventory of tools and materials at hand. • Organising the procurement of tools and materials required for forthcoming projects. • Assist to evaluate and develop improved techniques for the control of operations, quality, reliability and safety. • Assist in the implementation, maintenance and record of the company Operations procedures, reporting on the performance and initiating improvements for Operations. • The Project Co-ordinator may be required to act as liaison with external parties on matters relating to the procurement of services and materials for the company's products.
Termi-Mesh Singapore Pte Ltd – Technical Operations Coordinator	Job Summary: To support the Project Manager in the execution of installation works by coordinating daily schedules, preparing technical activity reports, managing as-built documentation, tracking site progress, and liaising with QA/QC, Claims and Inventory departments to ensure smooth operational workflow. Key Responsibilities: Installation Scheduling & Coordination • Plan daily and weekly installation schedules with the PM. • Monitor project inactivity periods and alert PM for follow-up. • Coordinate installer assignments based on project needs. Activity Reporting & Documentation • Receive Daily Work Orders from installers and compile work progress. • Download and organize site photos into project folders. • Prepare Activity Reports (AR) with photo evidence and DWO details.

[Job Positions]	Job Description / Job Requirement
	• Route ARs through QA/QC and ensure PM submits to Main Contractor. • Track AR submission/collection and maintain report logs. • Scan and archive signed ARs for Claims Dept. Technical Drawing Coordination • Mark up shop drawings based on previous day's installation. • Update and complete As-Built drawings upon receiving verified Yellow Forms. • Submit marked drawings to QA/QC and Drawing Dept for approval. Materials and Inventory Coordination • Inform Inventory Dept of upcoming installation material needs. • Prepare weekly materials requisition for planned works. Project Progress Monitoring • Maintain records of daily installation quantities, completion %, and outstanding works. • Alert PM, Claims and Sales on potential overruns or slow progress. Technical Presentation Support • Assist PM in preparing technical slide decks. • Attend technical presentations when required.
Termi-Mesh Singapore Pte Ltd - TM Designer	Job Summary & Key Requirements: Support Sales Dept • Once Sales Dept. (SALES) has obtained the Autocad dwgs., they will pass these drawings to the Drawing Dept (DD) to produce the Shop Drawings. • Schedule submission date of the Shop Drawings (SD) and keep record of all submissions and approvals. • SALES will provide the contact from the Main-con to co-ordinate with regards to requirements on the Shop Drawings, title block, etc. • Upon completion of the Shop Drawing, submit to QA/QC for vetting and clearance. • Upon clearance given by QA/QC, submit to Maincon (MC) for approval. • Liaise with MC on any comments as received from MC or from Consultants and make amendments and resubmit. • Arrange for collection of approved Shop Drawings and file in relevant project folder. • Print one set hardcopy for Ops Dept reference. • All Shop Drawings, any details and amendments to be issued thereafter are to be vetted and signed by QA/QC and Mr. Cheng before submission • After SD is approved, TMD will liaise with Project Managers to demarcate the Work Order breakdown and produce the work orders for Operations daily work. • At Yellow Form Stage (Pre-finalisation of All Installations), TMD to highlight and report, if any, the uncompleted installations for Operations Department to take note or other necessary action • When required, produce details for specific installations. • Attend technical site meetings. • Attend Kick Off meetings. • When required, attend technical response meeting. Support Operations Dept (OPS) • Upon completion of installation at site, at Yellow Form Activity Report, Operations Department (OPS) will give notice to commence the production of the As-Built Drawings.

Job Positions	Job Description / Job Requirement
	- Co-ordinate with OPS for the relevant information to produce the As-Built Drawings. - Upon completion of the As-Built Drawings, pass a hardcopy to QA/QC for vetting and to Mr. Cheng for approval. - Upon Mr. Cheng's approval, submit the As-Built Drawings to the Main-Con/Owner. - Make hardcopies of the As-Built Drawings - 1 set Office Copy for Project Co-ordinator record, 1 set (A3) for QA/QC record & 1 set (A3) for Warranty Dept.

#4 Security

Job Positions	Job Description / Job Requirement
Ace Security Consultants Pte Ltd - Business Development Manager	Job Summary: We are seeking a results-driven 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. Key Responsibilities: - 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.
Force-One Security Pte Ltd – Facilities Security Manager (FSM)	Job Summary: A Facilities Security Manager (Manpower) is a strategic and hands-on role responsible for overseeing the safety, security, and facility services of commercial, industrial, or residential premises. They act as the primary liaison between property management and security service providers to ensure operational efficiency, regulatory compliance (MOM, SCDF, SPF), and high service delivery standards.

Job Positions	Job Description / Job Requirement
	Key Responsibilities: • Security & Safety Oversight: Oversee facility security systems, including CCTV and access control, while maintaining compliance with ISO 27001 standards and local authority requirements. • Manpower & Vendor Management: Lead security personnel and manage third-party service providers (cleaning, pest control, security) to ensure key performance indicators (KPIs) and service levels are met. • Emergency Response Planning: Develop, implement, and update emergency response plans, business continuity plans (BCP), and conduct safety drills (e.g., as Site Incident Controller). • Compliance & Risk Management: Regularly review site security, conduct security risk assessments (e.g., Threat Vulnerability Risk Assessment - TVRA), and ensure all licenses and permits are renewed. • Day-to-Day Facility Operations: Manage building maintenance, repairs, and technical services (HVAC, fire safety equipment, utilities) to ensure operational readiness. • Budgeting & Procurement: Manage operating (OPEX) and capital (CAPEX) expenditures for security and facility improvements. Requirements: • Experience: Minimum 2 years of Team Leadership Role, from any industry. • Education: Diploma or Degree in Facilities Management, Building Services, or a related discipline. • Licensing/Certification: Valid Security Officer License, Certified Security Professional, or first aid/fire safety qualifications are highly valued. • Skills: Strong vendor management, problem-solving, and communication skills, with proficiency in Microsoft Office and facility management systems. • Compliance Knowledge: Solid understanding of Singaporean regulations including the Workplace Safety & Health (WSH) Act, SCDF Fire Safety regulations, and PLRD (Police Licensing and Regulatory Department) requirements. Typical Work Context This position often involves overseeing multiple sites, being on 24/7 standby for incidents, and working in a fast-paced environment where collaboration with internal and external stakeholders is frequent.
Force-One Security Pte Ltd - Security Executive (SE)	Job Summary: A Security Executive oversees day-to-day site security operations, supervising security officers, managing manpower deployment at site level, ensuring SOP compliance, and handling operational incidents. The role focuses on execution, supervision, and operational control, while acting as an on-site liaison between officers, command centre, and clients. Key Responsibilities: Manpower Deployment (Site Level) • Execute and manage daily duty rosters in coordination with the Command Centre. • Monitor daily attendance and manage shift changes at assigned sites. • Arrange urgent manpower replacements to ensure continuous site coverage. • Escalate manpower issues to Security Manager when necessary. Staff Supervision • Supervise security officers' daily duties and service delivery. • Conduct grooming, turnout, and discipline checks. • Coach and guide officers on SOP compliance and service standards.

Job Positions	Job Description / Job Requirement
	- Implement corrective actions and follow disciplinary processes as required. Operations Management - Conduct regular site inspections and operational checks. - Ensure compliance with Site and HQ Standard Operating Procedures (SOPs). - Verify deployment, equipment readiness, and on-site operations. - Report irregularities, incidents, or safety issues to the Command Centre. Client Liaison (Operational Level) - Handle day-to-day client interactions and site feedback. - Address operational concerns and service issues at site level. - Support client meetings and provide operational updates when required. Incident Management - Respond to site incidents, security threats, and emergencies. - Manage immediate on-site response and containment. - Support investigations and evidence gathering. - Escalate major incidents to Security Manager and Command Centre. Reporting & Documentation - Prepare and submit daily reports, incident reports (HIR), and occurrence logs. - Ensure licence validity and personnel records are kept up to date at site level. - Maintain accurate documentation in accordance with regulatory requirements. Requirements: - Experience: At least 1 year experience in any Team Leadership role in any industry is preferred. - Education/Certification: Relevant security courses (Training in PRD Courses is encouraged) - Skills: Proficiency in Microsoft Office (Excel), security systems (CCTV, access control), and strong communication skills. - Other: Class 3 driving license is preferred but not compulsory.
Force-One Security Pte Ltd - Security Manager (SM)	Job Summary: A Security Manager (Manpower) in Singapore is a critical leadership role responsible for the end-to-end management of security personnel, deployment, rostering, training, and compliance with security industry standards (e.g., PLRD licensing). This role bridges operational needs with human resource management, focusing on ensuring sites are fully staffed with qualified security professionals, particularly for security agencies or large in-house corporate security teams. This role often demands flexibility to work weekends or be on-call to handle emergency manpower shortages or site incidents. Key Responsibilities: Manpower Deployment & Scheduling (Multi-Site) - Plan and approve manpower deployment across multiple sites. - Prepare and oversee duty rosters to ensure 24/7 operational coverage. - Balance manpower resources, leave planning, and contingency coverage. - Mitigate manpower risks such as shortages, attrition, and service disruptions. Recruitment & Staffing Governance - Recruit, interview, and select suitable security personnel. - Oversee onboarding processes and deployment readiness.

Job Positions	Job Description / Job Requirement
	• Ensure all deployed officers hold valid PLRD licences by rank. • Ensure training and qualification requirements are met prior to deployment. Operational Management & Governance • Oversee daily security operations across assigned portfolios. • Conduct managerial site inspections and operational audits. • Ensure consistent enforcement of HQ and Site SOPs. • Identify systemic operational gaps and implement corrective actions. • Guide and oversee Security Executives in operational delivery. Client Liaison & Service Standards • Act as primary point of contact for clients and stakeholders. • Lead client review meetings and manage service performance discussions. • Resolve escalated complaints, contractual issues, and service breaches. • Align client expectations with operational capabilities and compliance needs. Training & Leadership Development • Plan and conduct briefings, training, and refresher programmes. • Mentor and develop Security Executives and senior officers. • Reinforce customer service standards and emergency response readiness. • Drive leadership culture, discipline, and operational excellence. Compliance & Regulatory Accountability • Ensure compliance with: ○ PLRD licensing conditions ○ Progressive Wage Model (PWM) ○ Other applicable regulations (e.g. SACE, MOM requirements) • Review documentation for audit and regulatory readiness. • Maintain governance oversight on licensing and wage compliance. Incident Management (Governance Level) • Lead response to major incidents and site emergencies. • Oversee and direct investigations with Command Centre support. • Review and approve detailed incident reports. • Manage regulatory reporting and client communications arising from incidents. Requirements: • Experience: Minimum 2 years of experience in any Team Leadership role is preferred, from any industry. • Licensing: Valid Security Officer License (PLRD) is usually required. Certifications in security management or training are advantageous. • Leadership and Communication: Strong leadership skills to manage a large team of security officers and excellent communication skills to deal with clients. • Knowledge: Strong understanding of security protocols, risk management, and the Singapore security industry landscape. • Logistics: Proficiency in rostering software and Microsoft Office (Excel). Typical Responsibilities Breakdown • 60% Manpower & Deployment: Rostering, relief staffing, deployment planning. • 20% Client/Site Liaison: Meeting clients, resolving issues. • 10% Staff Management: Mentoring, discipline, recruitment. • 10% Compliance/Reporting: PLRD, WSH, incident reports.

Job Positions	Job Description / Job Requirement
Force-One Security Pte Ltd - Security Systems Manager (SSM)	Job Summary: A Security Systems Manager (Manpower) in Singapore is responsible for overseeing the daily operations of security personnel while ensuring that physical security technology (CCTV, access control, alarms) is properly utilized, maintained, and integrated into the security manpower strategies. This role often focuses on managing outsourced security agencies or in-house security teams to ensure compliance with contractual obligations, performance standards, and local regulations such as those from the Police Licensing and Regulatory Department (PLRD). This role often reports to the Head of Security, Site Director, or Facilities Manager, acting as the bridge between technical security systems and the human security team. Key Responsibilities: • Manpower Management & Operations: Lead and manage security personnel, including recruitment, training, scheduling, and ensuring 24/7 coverage. • Security Systems Oversight: Act as the system owner for physical security platforms (CCTV/VMS, Access Control, Intrusion Detection), managing their implementation, daily maintenance, and troubleshooting. • Vendor Management: Manage outsourced security agencies and technical vendors, enforcing Service Level Agreements (SLAs), and ensuring performance quality. • Compliance & Licensing: Ensure all security systems and personnel comply with Singapore's legal regulations, safety standards, and building fire safety regulations. • Incident Investigation: Lead investigation of security incidents (breaches, theft, fraud), gather evidence, and compile detailed reports for management and law enforcement. • Risk Assessment: Perform regular site audits, security risk assessments (e.g., Threat Vulnerability Risk Assessment - TVRA), and implement corrective measures. • Strategic Planning: Develop SOPs, update security plans, and design emergency response strategies. Requirements: • Education: Minimum Diploma or Degree in Security Studies, Engineering, or a related discipline. • Experience: At least 2 years of experience in a Team Leadership role in any industry. • License: Valid Security Officer License issued by the Singapore Police Force (PLRD) is crucial. • Technical Knowledge: Familiarity with CCTV surveillance, card access systems, and other security technologies. • Skills: Strong leadership, communication, and crisis management skills. Proficient in MS Office. • Contextual Knowledge: Familiarity with local security regulations, Progressive Wage Model (PWM), and fire safety requirements.

Job Positions	Job Description / Job Requirement
Force-One Security Pte Ltd - Security Systems Technician (SST)	Job Summary: A security systems installer is a technical professional responsible for setting up, configuring, maintaining, and repairing electronic security equipment, including CCTV cameras, alarm systems, and access control systems in residential, commercial, or industrial environments. They ensure systems are fully functional, integrated with networking equipment, and compliant with safety codes. SST often work on construction sites or inside existing buildings, requiring them to operate at heights and sometimes in confined spaces. They generally travel between different job sites daily. Responsibilities • Installation & Configuration: Mounting cameras, sensors, keypads, and control panels; running, splicing, and connecting cables (low-voltage wiring). • System Testing: Programming system hardware and testing connectivity to ensure components work together and communicate with monitoring centers. • Maintenance & Repair: Troubleshooting faulty systems, diagnosing issues, replacing broken components, and performing routine inspections. • Customer Education: Guiding customers on operating systems, arming/disarming procedures, and basic troubleshooting. • Site Assessment: Conducting site surveys to determine optimal locations for equipment to prevent security breaches. • Documentation: Keeping records of installations, service calls, and equipment used. Requirements: • Technical Knowledge: Understanding of electronics, low-voltage electrical circuits, and basic networking • Tools Proficiency: Comfort with hand tools, power drills, ladders, and testing equipment. • Problem-Solving: Ability to troubleshoot issues and fix faults on-site. • Communication: Interpersonal skills to explain technical setups to customers. • Licensing & Background: Valid driver's license, background check, and relevant local certifications is preferred. • Education: High school "N" Level or ITE certification or above is required; overseas vocational training or certificates in electronics/security technology is acceptable.

#5 Agriculture & Agritech

Job Positions	Job Description / Job Requirement
Oriental Aquarium (S) Pte Ltd - Account Executive	Job Summary: 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. Responsibilities: • Maintain accurate financial records and ensure timely recording of transactions in the accounting system. • Perform account reconciliations and resolve discrepancies to ensure financial accuracy.

Job Positions	Job Description / Job Requirement
	• 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. Qualifications: • 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.
Oriental Aquarium (S) Pte Ltd - Admin Executive	Job Summary: 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. Key Responsibilities: • 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. Requirements: • 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.

Job Positions	Job Description / Job Requirement
	• Excellent organizational and time management abilities. • Detail-oriented and able to multitask in a fast-paced environment. • Familiarity with basic accounting principles and bookkeeping preferred. • Experience in the agriculture or horticulture industry is a plus.
Oriental Aquarium (S) Pte Ltd - HR Manager	Job Summary: We are seeking HR Manager with experience in dynamic, hands-on environments, passionate about building people-first cultures in specialized industries. Skilled in talent acquisition, employee development, and performance management within retail and aquaculture settings. Combines strong HR expertise with a deep appreciation for workplace safety, team engagement, and the unique operational needs of the aquarium fish and plant industry. Committed to fostering a supportive, high-performing team where people and purpose thrive together. Key Responsibilities • Lead end-to-end human resource functions including recruitment, onboarding, training, performance management, and employee engagement. • Hire and develop talent for specialized roles (e.g., aquaculture technicians, sales associates, logistics packers). • Design and deliver training programs on product knowledge, live specimen handling, safety, and service excellence. • Ensure compliance with labor laws, workplace safety, and biosecurity protocols in wet or physically demanding environments. • Foster a positive, customer-focused culture aligned with the company's mission and values. • Manage payroll, leave, and HR records with accuracy and confidentiality. • Address employee relations issues promptly and fairly, promoting a safe and inclusive workplace. Requirements: • Bachelor's degree in Human Resources, Business Administration, or related field. • HR certification (e.g., SHRM, HRCI, IHRP or local equivalent) is an advantage • 3+ years of HR experience, preferably in retail, agriculture, aquaculture, or a hands-on industry. • Strong understanding of labor laws, employment regulations, and workplace safety. • Proven experience in payroll processing and HR administration. • Excellent communication, empathy, and conflict-resolution skills. • Organized, detail-oriented, and able to manage multiple priorities. • Passion for or willingness to learn about aquatic life and sustainability practices.
Oriental Aquarium (S) Pte Ltd - Sales Manager	Job Summary: We are seeking Sales Manager with experience in dynamic, hands-on environments, passionate about building people-first cultures in specialized industries. Skilled in product training, performance coaching, and sales process optimization tailored to live goods and aquatic expertise. Combines commercial acumen with a passion for aquatics to build high-performing teams, strengthen client relationships, and deliver sustainable business results. Key Responsibilities: • Lead, coach, and motivate a retail sales team to achieve daily, monthly, and seasonal targets • Drive sales of live fish, aquatic plants, tanks, equipment, and care products with product expertise

Job Positions	Job Description / Job Requirement
	• Deliver exceptional customer experiences by ensuring staff provide accurate, helpful advice • Monitor inventory levels and work with suppliers or aquaculture teams on stock availability • Analyze sales data to identify trends, optimize displays, and plan promotions • Train team on product knowledge, upselling techniques, and service excellence • Manage scheduling, performance reviews, and staff development • Handle customer concerns and ensure prompt, professional resolution Requirements: • Diploma or degree in Business, Marketing, or related field (preferred). • 3+ years of sales or team leadership experience (retail, pet, or aquatics a plus). • Strong communication, coaching, and problem-solving skills. • Basic understanding of aquarium systems, fish health, and plant care (or willingness to learn). • Proficient in sales reporting, KPI tracking, and inventory management. • Customer-focused mindset with ability to lead by example. • Experience in payroll or HR administration is an advantage but not required.
Green Harvest Pte Ltd - Senior Maintenance Technician	Job Summary: The incumbent will provide assistance to the Maintenance Manager to support the smooth operations of the department. Responsibilities include but not restricted to the following: Key Responsibilities: • Perform maintenance, repair, installation, testing and commissioning of equipment for both mechanical and electrical works. • Perform equipment failure check, troubleshoot and repair. • Plan and execute preventive maintenance schedule. • Review daily maintenance work schedule, assign and coach workers to ensure timely task completion. • Coordinate and execute works including: -fabrication (bracket, stand, conveyor etc); - maintenance and repair (lifting mechanism, pneumatic actuator, servo moto, pump, solenoid valve alarm panel, piping, fan, gear, packaging machine, inkjet printer). • Update and maintain spare parts inventory to ensure components are readily available. • Maintain housekeeping in work areas. Requirements • Minimum 5 years hands-on relevant experience in a construction and/or manufacturing industry. • Minimum Diploma in Mechanical/Electrical or equivalent. • Experience in PLC installation and electrical works. • Able to understand and interpret mechanical and electrical wiring design and schematic drawings. • Demonstrate analytical and problem-solving skills independently.

#6 e2i services

e2i Services

- Career Coaching & Job Matching
- Skills Future Advice

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

Meet an e2i Career Coach

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



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

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

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

80 Jurong East St 21,
Level 2, Singapore 609607

Operating Hours

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

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

1 Marina Boulevard, #B1-03,
Singapore 018989

Operating Hours

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

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

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

Operating Hours

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

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

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

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

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

NTUC Job Security Council's Telegram Channels

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

Subscribe to **PMET Job-Alert**

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

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



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

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

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

