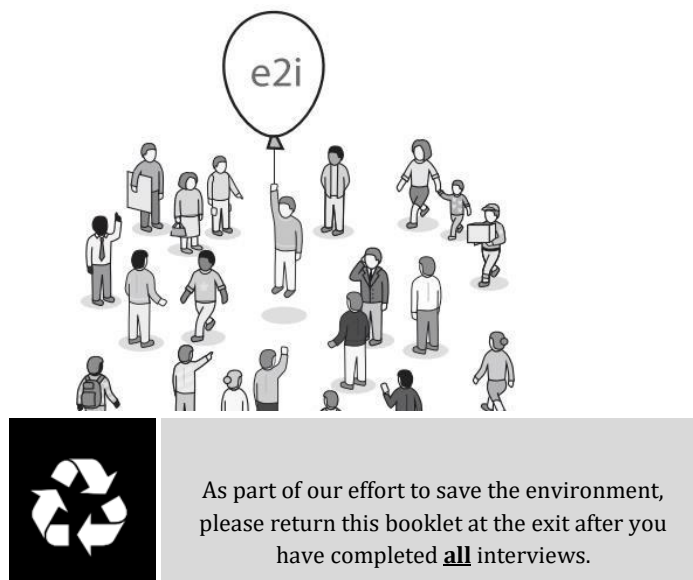


# e2i Jobs & Skills Roadshow@ Heartland Malls

## 29 Aug 2024

JOB LISTING BOOKLET  
[ NTUC LHUB@ Jurong Point:  
Sun City Maintenance]



### About e2i (Employment and Employability Institute)

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

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## #1 Sun City Maintenance

We are a leading cleaning provider that was founded more than two decades ago. We provide internal and façade cleaning for commercial, industrial and residential properties; shopping malls; parks; columbarium and crematorium in Singapore.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Common Cleaner</b>	<ul style="list-style-type: none"> <li>• Able to walk and stand for 45 minutes continuously</li> <li>• Able to carry load</li> </ul>	<ul style="list-style-type: none"> <li>• Clean building floors by sweeping, mopping, scrubbing or vacuuming</li> <li>• Gather and empty debris</li> </ul>	<ul style="list-style-type: none"> <li>• 44 hours/ Henderson Road</li> </ul>
<b>Restroom Cleaner</b>	<ul style="list-style-type: none"> <li>• Able to stand for 45 minutes continuously</li> <li>• Able to carry load</li> <li>• Able to squad to wash toilets</li> </ul>	<ul style="list-style-type: none"> <li>• Clean toilets by washing, sweeping, mopping or scrubbing</li> <li>• Gather and empty debris</li> <li>• Replenish toilet rolls, hand towels and handsoap</li> </ul>	<ul style="list-style-type: none"> <li>• 44 hours/ Henderson Road</li> </ul>
<b>Operations Supervisor</b>	<ul style="list-style-type: none"> <li>• Relevant cert</li> <li>• Cleaning experience</li> <li>• Leadership experience</li> </ul>	<ul style="list-style-type: none"> <li>• Coach, train and supervise cleaners</li> <li>• Plan cleaning service operations</li> <li>• Manage incident</li> <li>• Operate cleaning machines when required</li> <li>• Handle cleaning chemicals</li> <li>• Ensure productivity, effectiveness and efficiency</li> <li>• Execute company policies and ensure compliance</li> <li>• Manage HR, supplies, equipment</li> </ul>	<ul style="list-style-type: none"> <li>• 44 hours/ Henderson Road</li> </ul>
<b>Operations Executive</b>	<ul style="list-style-type: none"> <li>• NITEC</li> <li>• Cleaning experience</li> <li>• Leadership experience</li> </ul>	<ul style="list-style-type: none"> <li>• Forecast, plan, recruit and deploy cleaners to meet the site(s) contractual requirements</li> <li>• Oversee incident management</li> <li>• Represent company in customer relations</li> <li>• Inspect and audit assigned site(s) regularly to maintain and improve performance</li> <li>• Ensure productivity, effectiveness and efficiency of assigned site(s)</li> </ul>	<ul style="list-style-type: none"> <li>• 44 hours/ Henderson Road</li> </ul>

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Execute company policies at assigned site(s) and ensure compliance</li> <li>Manage HR, supplies, equipment and finance of assigned site(s)</li> <li>Forecast, plan and support training of staff of assigned site(s)</li> </ul>	
<b>Operations Manager</b>	<ul style="list-style-type: none"> <li>Relevant diploma/degree</li> <li>Leadership experience</li> </ul>	<ul style="list-style-type: none"> <li>Educate, uphold and guard company core values and culture across all job sites</li> <li>Building open and trusting relationship with clients</li> <li>Manage staff motivation, discipline, development and performance</li> <li>Monitor and uphold the cleaning and maintenance quality standards and operating procedures for all job-sites</li> <li>Ensure effective OJT and upskilling of all operational staff</li> <li>Oversee the profitability and cost effectiveness of assigned job sites</li> <li>Plan manpower deployment at various site to meet the contractual requirement of clients</li> <li>Resolve feedback/complaints from clients and taking immediate preventive measures to ensure that similar problem does not recur</li> <li>Recruit and induct new employees</li> <li>Ensure all WSH and Safety Compliance Committee requirements are met</li> </ul>	<ul style="list-style-type: none"> <li>44 hours/ Henderson Road</li> </ul>

## #2 e2i services

### e2i Services

- Career Coaching & Job Matching
- SkillsFuture Advice

### NTUC Job Security Council's Telegram Channels

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

- Subscribe to **PMET Jobs-Alert**  
(e.g. Analysts, Engineers, Executives, Technicians, etc)  
<https://bit.ly/jsc-ja-pmet>
- Subscribe to **Non-PMET Jobs-Alert**  
(e.g. Temporary, part-time jobs, operators, packer roles)  
<https://bit.ly/jsc-ja-nonpmet>



### Check out our e-Resources for Jobs & Skills

Explore this site to get this information:

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

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



Find out the benefits you will enjoy as a NTUC Union Member. Sign up today!



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

## Concerned about your Job Security in this period?

In this critical period, we wish to help all workers to tighten their job security. 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.sg/cg-cp123?r=qr>



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

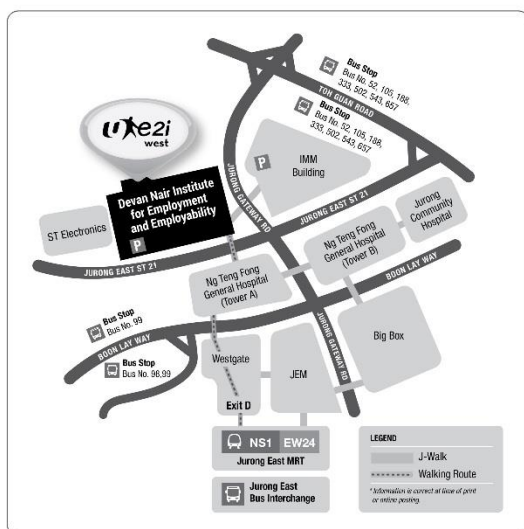


#### **e2i west**

Devan Nair Institute of Employment and Employability  
80 Jurong East St 21 Level 2  
Singapore 609607



**Find us at these other locations.**



<https://e2i.sg/locjw2?r=qr>

**Operating Hours:** Monday till Friday: 9am to 5pm  
Saturday: 9am to 1pm  
Sunday & Public Holiday: Closed