

e2i Jobs & Skills Roadshow@ Heartland Malls

05 Sept 2024

JOB LISTING BOOKLET

[NTUC LHUB@Jurong Point: Advancer Global Facility]



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 Advancer Global Facility

Advancer Global Facility provides building management services to a diverse customer base, including residential, industrial and commercial properties, hospitals, hospitality and food and beverage industries. Our services include cleaning and stewarding, pest control, landscaping and aquascaping, property valuation/consultation and facility management.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Property Executive / Condominium Manager	- Managing the daily operations of the property or assist the Property Manager in a site team. - Manage all Sub-Contractors, supervise & coordinate Facility Management activities and ensure all works adhere to legal regulations. - Preparation of monthly and incident reports pertaining to the site(s). - Facilitate incident investigation whenever necessary. - Ensure smooth operations on site(s) - Manage ad-hoc project(s)	- Managing the daily operations of the property or assist the Property Manager in a site team. - Manage all Sub-Contractors, supervise & coordinate Facility Management activities and ensure all works adhere to legal regulations. - Preparation of monthly and incident reports pertaining to the site(s). - Facilitate incident investigation whenever necessary. - Ensure smooth operations on site(s) - Manage ad-hoc project(s)	44 hours/ Jurong East
Complex Manager	- Oversee and ensure that property is effectively managed and well maintained. - Lead, supervise, plan and co-ordinate site staff, service providers and contractors in providing maintenance function and smooth operation of the estate / building. - Review of contracts, agreements and insurance before expiry and recommend renewal	- Oversee and ensure that property is effectively managed and well maintained. - Lead, supervise, plan and co-ordinate site staff, service providers and contractors in providing maintenance function and smooth operation of the estate / building. - Review of contracts, agreements and insurance before expiry and recommend renewal or call for quotation or tender.	44 hours/ Jurong East

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	- or call for quotation or tender. • Ensure compliances to statutory requirements for the estate / building. • Preparation and assist in conducting council meetings, annual general meeting and all other sub-committees meetings. • Other job related and ad hoc duties as assigned	• Ensure compliances to statutory requirements for the estate / building. • Preparation and assist in conducting council meetings, annual general meeting and all other sub-committees meetings. • Other job related and ad hoc duties as assigned	
Technician (Building / Estate)	• Conduct regular checks and inspections on grounds and report on irregularities found to ensure proper operation of the building. • Carry out servicing, repairs and modification works such as replacing light bulbs, water taps and handyman services. • Carry out preventive and ad hoc maintenance work. • To perform other job related and ad hoc duties as assigned.	• Conduct regular checks and inspection on grounds and report on irregularities found to ensure proper operation of the building. • Carry out servicing, repairs and modification works such as replacing light bulbs, water taps and handyman services. • Carry out preventive and ad hoc maintenance work. • To perform other job related and ad hoc duties as assigned.	• 44 hours/ Jurong East

#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):

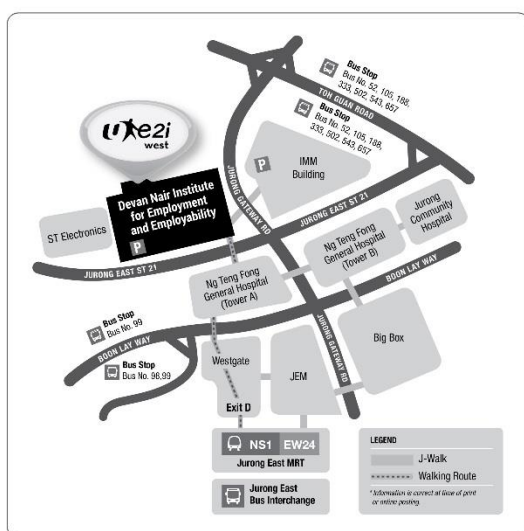


e2i west

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