

Innovations & Future in Facility Management

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500 Dover Rd, Singapore 139651

Date: 4 February 2025(Tue)
Time: 2pm to 5pm



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 CBM PTE LTD

CBM provides a full range of Integrated Facility Management (IFM) services.

We address our client's unique needs and act as a single point of contact to relieve them of their daily non-core operational issues.

As a customer-oriented organization, we strive to provide the best quality service to meet our client's expectations and help them achieve their business objectives.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Technical Executive	<p><u>Job Description:</u></p> <p>1) Assist and report directly to the Building Manager (BM) in all operation & maintenance concerns:</p> <ul style="list-style-type: none"> • Oversee the facilities management within the premises. • Compiling the monthly utilities report and tabulations. • Monthly M&E reports. • Assist to develop and implement of Standard Operating Procedures (SOP) as and where necessary. <p>2) Interfacing with the clients:</p> <ul style="list-style-type: none"> • Attend monthly meetings with clients & prepare the minutes of the meeting. • Providing updates on adhoc and outstanding issues. • Attending to clients' feedback or requests. • Coordinates the preventive and corrective maintenance works schedule with the contract and client. <p>3) Coordinate and manage projects:</p> <ul style="list-style-type: none"> • Provide costing and proposals for adhoc works/projects. • Evaluate the quotations submitted by contractor and provide a formal quotation to the client. • Inspect works carried out are proper and in satisfaction. • Liaising and managing contractors. <p>4) Leading the onsite technical teams:</p> <ul style="list-style-type: none"> • Provide guidance, training and supervision to technical staff to ensure proper execution of assigned task. • Planning of maintenance schedule. • Review and planning monthly maintenance schedule. • Oversee all the work is carried out timely and smoothly by the staff. <p>5) Any other adhoc assignments assigned by the Management.</p> <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Diploma in Facilities Management, Engineering, Estate Management, or other relevant qualifications from a recognized institute with a minimum of 3 years relevant experience. • Possess WSHO/FSM or other relevant certificates would be an advantage. 	<ul style="list-style-type: none"> • 5 days /44 Hours per week • Full time / Permanent • Location: East
Property Officer (Condominium)	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Prepare all necessary work or purchase orders in the course of his duties to maintain and manage the property and as and when directed by the CM. • Prepare and submit maintenance reports to the CM. • Attend to inquiries, complaints, reports and correspondence relating to the administration of the Corporation, its property and Subsidiary Proprietors. • Evaluate contractors' performance and submit evaluation reports to the CM. 	<ul style="list-style-type: none"> • 5.5 days /44 Hours per week • Full time / Permanent • Location: West

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Enforce and administer the service contracts and act upon the terms and conditions or agreements made under these contracts. Monitor the expiry of licenses, contracts and any other form of documentation, and to advise the CM of such expiry as and when necessary. Manage and maintain inventory of all equipment and supplies used for the operations of the property. <p>FINANCIAL FUNCTIONS</p> <ul style="list-style-type: none"> Collate and prepare all incoming invoices with supporting work or purchase orders and submit to the CM for their recommendation for payment. Keep proper records of all work and purchase orders. <p>MANAGEMENT AND MAINTENANCE FUNCTIONS</p> <ul style="list-style-type: none"> Supervise all contracted work. Implement preventive and corrective maintenance plans. Plan, organize and execute periodic checks on services as well as contracts. Execute directions given by CM with regard to the operations of the property. Any other duties assigned by the CM. <p>Job Requirement:</p> <ul style="list-style-type: none"> Candidate must possess at least a diploma in Estate Management, Building Services Engineering or equivalent. 2-3 years with Diploma holders preferred. Those without a diploma but with 3-4 years Property management experience could apply for the job. Minimum 4-5 years of MCST experience for Diploma holders and have experience in handling more than 1000 units. Basic knowledge of BMSMA Act. 	
Property Officer	<p>Job Description:</p> <ul style="list-style-type: none"> To supervise term contractors ie. security guards, landscape, pest control. Process of Addition & Alteration works applications. It includes correspond with tenants and their renovation consultant in the process of A&A work application to meet fire code requirements. Building inspection and ensure rectification of defects Assess contractor's quotations and to follow up with issuance of work orders. The candidate has to be well verse of BQ and taking off. To ensure completion of defect works to meet timeline. Update promptly and ensure proper closure of cases in CMMs iBase. Attend to complaints by tenants and liaise with term contractors for repair works Ensure compliance to all service Level Agreement stipulated in the IFM contract Any other adhoc assignments assigned by the Management. <p>Job Requirement:</p> <ul style="list-style-type: none"> Candidate must possess a Diploma in Building/ Facilities Management/ Building Services/ Engineering from a recognized institute of higher learning with Min 3 years of relevant working experience. 	<ul style="list-style-type: none"> 5 days /44 Hours per week Full time / Permanent Location: CBD

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Property Officer (Engineering)	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> To manage tenant's fit-out/ reinstatement works and conduct timely handovers or takeover of units when required. Ensure fortnightly checks are conducted to vacant units. Escalate feedback to OM where necessary. Attending to tenants enquired through emails when required. Facilitating repairs, liaise with vendors and contractors where necessary. Report to OM in the event it cannot be rectified within a reasonable time. Obtain quotation for minor repairs. Manage vendors and contractors <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> Candidate must possess a Diploma/Degree with at least 3 years relevant working experience. Past experience in managing a Grade A Commercial Building. 	<ul style="list-style-type: none"> 6 days/44 Hours per week Full time / Permanent
Projects Executive	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Assisting in drawing, detail drawing and AS-Built drawing using Auto Cad including submission. Assisting to attend site meeting and project coordination. Assisting in project administration, billings. Any other matters as advised by the Project Manager. Any other ad-hoc assignments assigned by the Management. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> Candidate must possess at least a Diploma in Project Management/ Facilities Management or equivalent. At least 2 years of project management working experience in the related field is required for this position with knowledge of AutoCAD Drawings preferable. 	<ul style="list-style-type: none"> 5 days /44 Hours per week Full time / Permanent Location: Woodlands
Projects Manager	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Lead and direct on all project operations and activities such as the design, plan, schedule, scope and budget. Manage and ensure completion of assigned upgrading / Additional & Alteration (A&A) works in accordance to the client's expectation within the timeline and budget. Manage and negotiate consultant services on assigned projects. Monitors and evaluates the appropriateness and progress performed and completed by licensed or certified consultants. Conduct quality assurance reviews to ensure that required work is satisfactorily performed and completed by certified consultants. Monitors and reports on all phases of planning and construction Provides direction on all project operations and activities such as the design, planning, schedule, project scope and project budget Manage and monitor project fund which includes all payment to consultants, contractors and authorities Any other ad-hoc assignments assigned by the Management. 	<ul style="list-style-type: none"> 5 days /44 Hours per week Full time / Permanent Location: West

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<u>Job Requirement:</u> <ul style="list-style-type: none"> • Candidate must possess Tertiary or equivalent qualification in Project Management / Facilities Management / Engineering or equivalent. • 8 yrs or above relevant experience. 	
Customer Service Officer	<u>Job Description:</u> <ul style="list-style-type: none"> • Perform administrative duties, such as data entry into the maintenance management system, handling emails, faxes, etc • Received cases from FMMs and create case Notifications in ILMS • Submit Daily Findings for different sites and retrieve notification report summary on both daily and weekly basis. • Check and amend FSOR errors for HTX/NCS uploads. • Assist FMMs from different sites in installing and updating required ILMS apps from Software Centre. • Follow up with ITLOs from different sites on SOE or ILMS account creation from FMMs (when needed). • Coordinating with HTX/NCS to resolve system issues pertaining to the existing iLMS Solution. • Any other ad-hoc assignments assigned by the Management. <u>Job Requirement:</u> <ul style="list-style-type: none"> • Candidate must possess at least a "O" Level or any ITE qualification with at least two years of relevant working experiences in any customer service industries and with data experience in SAP or excel. 	<ul style="list-style-type: none"> • 5 days /44 Hours per week • Full time / Permanent • Location: East
Admin Assistant	<u>Job Description:</u> <ul style="list-style-type: none"> • To provide high quality support to the organization, provide help desk duties, responding to incoming calls, greeting visitors and managing hospitality needs. • Answer incoming calls and direct those calls to the proper parties. • To manage the mail operation within site, including logging incoming and outgoing mail, couriers, and assisting with mail-outs if required. • To implement procedures and or adhere to policies processes. • Be vigilant and alert and report any abnormal issue. • To provide administrative support to facilities related functions only. Understand and articulate facility services. • To provide support for works procurement and contractor management: eg., RFP, tender, liaison, Ad-hoc, minor projects coordination, etc. • Any other ad-hoc assignments assigned by the Management. <u>Job Requirement:</u> <ul style="list-style-type: none"> • Candidate must possess at least a 'O' Level with at least 2 years of working experience. 	<ul style="list-style-type: none"> • 5.5 days /44 Hours per week • Full time / Permanent • Location: Northeast

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Business Development Executive	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Work with business units in preparing tender costing, quotations and proposals. • Manage CBM Home App on booking and prepare marketing collaterals. • Establish a collaborative supplier relationship and identify new suppliers as and when required. • Carry out ad-hoc assignments as and when required. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Candidate must possess Diploma with at least 2 years of working experience. • Proficiency in both spoken and written English is essential for this role. • Proficiency in Microsoft excel is required. 	<ul style="list-style-type: none"> • 5 days /40Hours per week • Full time / Permanent • Location: 437844
Building Executive	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Assist and report directly to the Building Manager (BM) in all operation & maintenance concerns: • Oversee the facilities management within the premises. • Compiling the monthly utilities report and tabulations. • Monthly M&E reports. • Assist to develop and implement of Standard Operating Procedures (SOP) as and where necessary. • Providing updates on ad-hoc and outstanding issues. • Attending to clients feedback or requests. • Coordinates the preventive and corrective maintenance works schedule with the contract and client. • Inspect work carried out is proper and in satisfaction. • Liaising and managing contractors. • Planning of maintenance schedule. • Review and planning monthly maintenance schedule. • Oversee all the work is carried out timely and smoothly by the staffs. • Any other ad-hoc assignments assigned by the Management. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Diploma in relevant discipline from recognized institution with min 3 years of relevant working. 	<ul style="list-style-type: none"> • 5.5 days /44 Hours per week • Full time / Permanent • Location: Central
Senior Operations Manager	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Ensure contract compliance and meet or exceed KPIs. • Foster a culture of service excellence and continuous improvement. • Monitor and update account processes and procedures. • Collaborate with Site Lead to develop and execute strategic business plans. • Maintain data integrity in management systems. • Deliver contractual and ad-hoc reports punctually. • Oversee contractor on/off boarding, induction and adherence to standards. • Monitor planned preventive maintenance in line with regulations. • Supervise minor repairs and ensure timely, safe and budgeted service delivery. • Support engineering during planned or unplanned power shutdowns. 	<ul style="list-style-type: none"> • 5 days /40 Hours per week • Full time / Permanent • Location: Central

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Uphold safety protocols and crisis management procedures. Manage financial targets, expenses and budgets including raising Change Requests. Oversee supply chain delivery, ensuring service quality. Ensure accurate and timely financial reporting and billing. Manage staff performance, development and recruitment. Enforce compliance with Health, Safety, Environmental and Risk Management policies. Report incidents and implement emergency escalation processes. Cultivate teamwork, collaboration and personal development within the team. Manage workload, resourcing and succession planning Any other ad-hoc works assignment by the management. <p>Job Requirement:</p> <ul style="list-style-type: none"> Degree in Facilities Management, Estate Management, Building or relevant related discipline from a recognized tertiary institute. At least 5 years of relevant experience in facilities management and business development portfolios. Able to work independently with minimum supervision. Able to conduct market outreach and marketing. Proactive and independent. Dynamic and multi-tasking capabilities. 	
Accounts Executive	<p>Job Description:</p> <ul style="list-style-type: none"> Perform daily accounting & finance duties including Accounts Receivable, Accounts Payable and General Ledger. Liaise with suppliers and business units on any discrepancies in invoices and other supporting documents. Preparation of audit schedules Ensure compliance with statutory reporting requirements, financial accounting regulations, policies and procedures Liaise with Auditor. Other adhoc finance reports/duties assigned by the Management. <p>Job Requirement:</p> <ul style="list-style-type: none"> Candidate should at least possess a Degree in Accountancy, ACCA qualification or equivalent. Good knowledge of Singapore Financial Reporting Standard. A self-starter who is able to plan, organize and take initiative to meet job objectives and tight deadlines Able to adapt to a dynamic & fast-paced environment. Must be meticulous & attentive to details. Good communication skills and Independent. 	<ul style="list-style-type: none"> 5 days /40 Hours per week Full time / Permanent Location: 437844
Assistant / Quantity Surveyor	<p>Job Description:</p> <ul style="list-style-type: none"> Responsible for providing administrative support to maintain proper records and accounting books. Handling project claims for the IBC (eg monthly payment claims, computation of final BQ etc) for submission to the FMM for their processing. Ensure timely and complete submissions. 	<ul style="list-style-type: none"> 5 days /44 Hours per week Full time / Permanent Location: East/West

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Review quotation rates and certify Contractors' invoices to ensure that the invoices tally with the COP and/ or Purchase Orders where applicable. They shall conduct regular meetings with relevant parties for cost management discussion including Claim Valuation, closing of Final Account (FA) and etc. Support of maintenance and project works function. Prepare cost estimate. Prepare and report financial projection and budgetary control including monitoring of contract and provisional sums. Evaluate and carry out joint measurements with Contractors (ePO, Final BQ, etc.) Check & verify quotations / "star rate" items / market sensing Administer term contractors ahhoc works Responsible for performing administrative tasks such as data entry, document filing, and supporting departmental needs, attendance compilation and etc. Any other adhoc assignments assigned by the Management <p>Job Requirement:</p> <ul style="list-style-type: none"> Candidate should at least possess a relevant Singapore Trade Diploma or equivalent recognized by Singapore Government. 	
Site Engineer	<p>Job Description:</p> <ul style="list-style-type: none"> Oversee and supervise trade contractors / specialists in handling the M&E operations within each bundle. Serve as the main contact point between CBM and MHA representatives on-site. Assist and report directly to Operation Manager (OM) in all operation & maintenance concerns Oversee the facilities management within the premises. Compiling the monthly servicing report and tabulations. Assist to develop and implement of Standard Operating Procedures (SOP) as and where necessary. Interfacing with the client. Attend monthly meetings with client & prepares the minutes of the meeting. Providing updates on adhoc and outstanding issues. Attending to clients feedback or requests. Coordinates the preventive and corrective maintenance works. Provide costing and proposals for adhoc works/projects. Evaluate the quotations submitted by contractor and provide a formal quotation to the client. Inspect works carried out are proper and in satisfaction. Liaising and managing contractors. Leading the onsite technical teams: Provide guidance, training and supervision to technical staff to ensure proper execution of the assigned task. Planning of maintenance schedule. Review and planning monthly maintenance schedule. Oversee all the work is carried out timely and smoothly by the staff. 	<ul style="list-style-type: none"> 5 days /44 Hours per week Full time / Permanent Location: West

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Any other adhoc assignments assigned by the Management. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> Diploma in Electrical /Mechanical Engineering or equivalent recognized by Singapore Government or other professional bodies such as Professional Engineers Board or Institution of Engineers. Min. 3 years of relevant working experience is required. 	
Assistant / Building Manager	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Oversee and manage Facility Management Services at building(s) that he/she is assigned to. Manage term contractors/ specialist contractors to ensure smooth operation of buildings Manage relations to client/authorities/ tenants. Provide clients / authorities / tenants with updates of electrical, water and other service outages and scheduled shutdowns. Attend feedback by tenants/ clients, to recommend and take remedial actions. Budgeting and managing expenses. Develops and implements facility emergency plans. During evacuations, assists emergency response teams in assessing building condition, locating missing personnel, shutting off utilities, and delivering a status report to assembly point leaders. Any other adhoc assignments assigned by the Management. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> Degree/Diploma in Engineering / Building / Facilities Management or equivalent with at least 5 years relevant working experience. Possess FSM/WSH/GMFM or relevant certificates is preferred. 	<ul style="list-style-type: none"> 5 days /44 Hours per week Full time / Permanent Location: East
AV Technician	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Perform routine maintenance, inspection, repair work Provide routine assistance. Executing all lighting / sound / stage technical aspects. Responsible for equipment maintenance, troubleshooting / repair and implementing user / house guidelines. Provide lighting / sound / stage requirements as and when required. Tactful when interfacing customers. Any other adhoc assignments assigned by the Management. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> Candidate must possess a Diploma in Facilities Management, Engineering from a recognized institute with Min 2 years of relevant working experience in Audio Visual Technology. 	<ul style="list-style-type: none"> 6 days /44 Hours per week Full time / Permanent Location: West
Technician	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Maintenance of facilities and services. Perform routine preventive maintenance and corrective action to ensure facility equipment and building system run smoothly and efficiently. 	<ul style="list-style-type: none"> 6 days /44 Hours per week Full time / Permanent Location: Island wide

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Regular inspection of grounds and facilities to ensure they are in good working order. Attend breakdown, servicing, repairing and emergency requests. Any work assigned by Superior. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> Candidate must possess at least a "N" Level and above / NITEC with 2 years of relevant experience. 	
Site Coordinator	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Liaise with external parties/authorities for onsite works. Coordinate and oversee the keys movement to ensure that they are promptly returned or picked up from HDB or our appointed contractors for sprucing works according to the stipulated requirement and vice versa. To report to SO Rep on status update / any delay in completion of works, upon request. Submit photographs of the completed work in the flat (in both tenanted and vacant flats) promptly for SO rep's assessment. Manage A&A and R&R of minor upgrading works. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> Candidate must possess a recognized Diploma in Civil/Structural/Mechanical/Electrical. Engineering, Building Science, Building Management, Building Services, Engineering or at least 3 years of relevant working experience in the building construction industry. Ability to work in a fast-paced environment. Preference will be given to those who have work experience in HDB system as well as maintenance and ad-hoc work. 	<ul style="list-style-type: none"> 5.5 days /44 Hours per week Full time / Permanent Location: island wide
Assistant Area Manager	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Oversee and manage the performance delivery of facility management service at respective zones. Provide leadership and guidance to a team of Building Managers, Technical Executive, Quantity Surveyors and Project Managers to ensure day-to-day operations at assigned buildings. Identify and troubleshoot problems and provide professional advice to the team. Develop standard operation procedures and internal workflow to maintain smooth operation at sites. Manage relations to client/ authorities, being the liaising point of contact. Oversee area budgeting and expenses. Any other adhoc assignments assigned by the Management. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> Candidate should at least possess an approved tertiary or equivalent qualification and with at least 8 years relevant post graduate experience in Projects & Facilities Management/ Estate Management/ Engineering or Equivalent. 	<ul style="list-style-type: none"> 5 days /44 Hours per week Full time / Permanent Location: East

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Area Manager	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Oversee and manage the performance delivery of facility management service at respective zones. • Provide leadership and guidance to a team of Building Managers, Technical Executive, Quantity Surveyors and Project Managers to ensure day-to-day operations at assigned buildings. • Identify and troubleshoot problems and provide professional advice to the team. • Develop standard operation procedures and internal workflow to maintain smooth operation at sites. • Manage relations to client/ authorities, being the liaising point of contact. • Oversee area budgeting and expenses. • Any other adhoc assignments assigned by the Management. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Candidate should at least possess a Degree in Engineering/Management from recognized institutions. • Minimum 8 years of experience in direct involvement of Estate Management / Facility Management Ability to demonstrate strong leadership skills (motivational and lead by example) and strategic thinking, with at least 5 years' experience in senior position and handling large workforce of more than 50 pax. • Good M&E technical knowledge and specialization in either ACMV, fire protection system, electrical system, Plumbing and Sanitary, BAS/CMMS. • Possess good organization, planning, problem solving and analytical skills in the handling of facility management services, project management service, contract management services, major M&E repair and A&A works. • Knowledge in building maintenance and operations works in compliance with statutory requirements and regulatory and current code of practices. • Basic knowledge in financial accounting and able to conduct budgetary planning. • Familiar with government procurement policies and approval processes. • Certified in either Fire Safety Manager (FSM), Safety Officer and/or Green Mark will be an advantage. 	<ul style="list-style-type: none"> • 5 days /44 Hours per week • Full time / Permanent • Location: East

#2 CBRE

CBRE operate across every dimension of commercial real estate and facilities management. Our aim is to become a trusted advisor to our clients, to bring them the full depth and breadth of our firm to focus on their unique needs and challenges. One part of the business provides FM for our clients across a wide variety of industries and building types, from aviation to logistics to laboratories to offices. Workplace and facilities professionals are responsible for services that enable and support business performance. We are a hard services FM led business, with our roots firmly planted in engineering and technical excellence.

To all job seekers: Don't just imagine the future of work - create it! At CBRE, we focus on developing career possibilities, igniting the passions of our employees and valuing the relationships that it provides. Your journey starts here!

Job Positions	Key Responsibilities	Working Hours / Location
Facilities Manager	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Develops and maintains positive relationships with clients. • Attends client meetings. • Coordinates, oversees and/or manages repair and maintenance work assignments performed by technicians, vendors and contractors performing building maintenance, landscaping and janitorial work. Reviews work orders to ensure that assignments are completed. • Responsible for facilities inspections and reports. • Coordinates and manages moves, adds and change activities. • Obtains and reviews price quotes for the procurement of parts, services, and labor for projects. • Manages capital projects. Prepares capital project and operating budget and variance reports. • Manages vendor relationships and trains vendors on work order and billing procedures. Responsible for invoice processing and accuracy of cost center coding. • Provides process and procedure training. • Conducts financial/business analysis including preparation of reports. • Coordinates, oversees and/or manages repair and maintenance work assignments performed by technicians, vendors and contractors performing building maintenance, landscaping and janitorial work. • Ensure the smooth day-to-day FM operations • Other duties may be assigned. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • At least 5 - 8 years in an equivalent position with relevant working experience • At least 3 years' experience in providing integrated facilities management services • Certified FSM with FSM experience is a plus. 	<ul style="list-style-type: none"> • 5.5 days • 8.30am- 6pm; 8.30am-1pm (Sat) • Full time/ Permanent
Property Executive / Facilities Coordinator	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Coordinate and manage the team's daily activities. Establish work schedules, assign tasks, and cross-train staff. • Point of contact for escalated communications between landlord, tenants, and service providers by ensuring all procedures, policies, and reporting formats are understood, and implemented. • Arrange for regular maintenance of equipment. • Review data from work order reports and create and present performance and progress status reports to 	<ul style="list-style-type: none"> • 5.5 days • 8.30am- 6pm; 8.30am-1pm (Sat) • Full time/ Permanent

Job Positions	Key Responsibilities	Working Hours / Location
	<p>management. Make suggestions on how to improve efficiency.</p> <ul style="list-style-type: none"> • Design and oversee the schedule for cleaning and disinfecting the building. • Conduct market research and compare costs and benefits when evaluating new vendors. • Keep track of regular and ad-hoc facility expenses. • Resolve complex problems and identify appropriate approaches to existing solutions to accomplish team objectives. • May establish new techniques to ensure the team is able to meet its objectives. • Has a direct impact on the team objectives as well as the objectives of related teams. • Ensure personal and team outcomes have a positive impact on customer objectives. • Lead by example and model behaviors that are consistent with CBRE RISE values. Guide team through the application of basic knowledge of practices and procedures. Work to build consensus. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • High School Diploma or GED with 5+ years of job-related experience. Prior shift manager or supervisory experience preferred. • In-depth understanding of a range of processes, procedures, systems, and concepts within own job function and basic knowledge of related job functions required. • Requires the ability to explain complex concepts or sensitive information. • Expert knowledge of Microsoft Office products. Examples include Word, Excel, Outlook, etc. • Excellent organizational skills with a master- level inquisitive mindset. • Exceptional math skills. Ability to calculate sophisticated figures such as percentages, discounts, and markups. 	
Contract Support	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Respond to client inquiries and concerns and ensure timely and quality service delivery and follow-up to ensure satisfaction. • Understand the scope of the contract and make sure that all work is carried out accordingly. • Be a financial and operational systems champion. Suggest efforts to put in place cost-saving opportunities to maximize customer and financial savings targets. • Coordinate and onboard vendors for reactive and planned works and manage sub-contractor paperwork. • Review processed invoices and ensure accurate cost center coding. Coordinate the billing application, calculating margins, raising invoices, and submitting to clients. Work closely with site teams and head office, ensuring accurate processing of quotations and purchase orders. • Review and approve maintenance billing invoices and projects as per contracted agreements. Ensure consistent delivery of core operational and financial outputs on the account. 	<ul style="list-style-type: none"> • 5.5 days • 8.30am- 6pm; 8.30am-1pm(Sat) • Full time/ Permanent

Job Positions	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Respond to inquiries on financial reports for Accounts Receivable, Payable, and open POs. Deliver monthly reporting support on Contract and Business Unit Reviews. Assist in ensuring compliance with Health & Safety requirements, including HSE reporting and promoting a safe work environment. Maintain QHSE documentation and ensure it is available using company systems. Gather and analyze data to identify and solve complex problems that arise with little or no precedent. May recommend new techniques. Impact own team and other teams whose work activities are closely related. Suggest improvements to existing processes and solutions to improve the efficiency of the team. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> High School Diploma or GED with 3-4 years of job-related experience. A comprehensive understanding of a range of processes, procedures, systems, and concepts within own job function is required. Ability to evaluate and communicate unusual and/or complex content in a concise and logical way. In-depth knowledge of Microsoft Office products. Examples include Word, Excel, Outlook, etc. Organizational skills with an advanced inquisitive mindset. Advanced math skills. Ability to calculate advanced figures such as percentages, discounts, and markups. 	
Engineer	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Assist on audit requirements. Review and recommend Standard Operation Procedure (SOP) and propose changes for review. Liaise with government authorities on M&E initiatives for compliance. Mentor and coach maintenance engineers and technicians. Determine material, equipment, tools and spare parts to be used for maintenance jobs. Perform risk assessment and evaluate content of maintenance plans in CMMS (computerized maintenance management system) including methods, maintenance frequencies, resources, spares and tools needed. Improving the efficiency on the operational processes, innovating and implementing systems improvement on energy conservation. Responsible for the planning and execution of corrective/preventive maintenance programmers. Responsible for the planning, coordination and execution of the annual shut down Oversees and inspects the work performed by outside contractors. Contracted work includes landscaping, HVAC, plumbers, and cleaning. Inspects building systems including fire alarms, HVAC, and plumbing to ensure operation of equipment is within design capabilities and achieves environmental conditions prescribed by <p><u>Job Requirement:</u></p>	<ul style="list-style-type: none"> 5.5 days 8.30am- 6pm; 8.30am-1pm (Sat) Full time/ Permanent

Job Positions	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Flexible to work on 5.5 work week • Ability to establish and maintain effective working relationships with co-workers, managers and clients. • Must have good communication and leadership skills. • Strong Mechanical and Electrical knowledge and skills • Around 5 years of experience in manufacturing and life science. 	
Technician	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Complies with all applicable codes, regulations, governmental agency and Company directives related to building operations and work safety. • Oversees and inspects the work performed by outside contractors. • Contracted work includes landscaping, HVAC, lightings, plumbing, and cleaning. • Performs maintenance of equipment, machinery, building and structures. • Conduct inspections to ensure proper functioning of facilities, assess & evaluate the physical space requirements of the client and recommend plans to meet needs. • Completes maintenance and repair records as required. • Reviews assigned work orders. Estimates time and materials needed to complete repair. • Orders necessary materials and supplies to complete all tasks. • Maintains the building lighting system, including element and ballast repairs or replacements. • Responds quickly to emergency situations, summoning additional assistance as needed. • Performs other duties as assigned. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • May provide informal assistance such as technical guidance and/or training to coworkers. May coordinate work and assign tasks. • NITEC or Higher NITEC in Electrical / Mechanical Engineering. • Relevance experience within facilities management. • Ability to comprehend and interpret instructions, short correspondence, and memos and ask clarifying questions to ensure understanding. Ability to write routine reports and correspondence. Ability to respond to common inquiries or complaints from clients, co-workers, and/or supervisor. Ability to effectively present information to an internal department and/or large groups of employees. • Responsible for personal safety and the safety of those who are affected by your work. This includes but is not limited to: • Complete all required and assign HSE training at a satisfactory level, • Follow all activity policies and procedures, including all HSE-related requirements at all times, • Participate in all HSE-related programs & activities as required, including incident investigations, interviews, auditing and assessment, etc. 	<ul style="list-style-type: none"> • 5.5 days • 8.30am- 6pm; 8.30am-1pm (Sat) • Full time/ Permanent

Job Positions	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Report any conditions which you feel could result in an accident or injury and / or stop work if required. 	
Receptionist	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Delivers great experience at highest level of hospitality services, meeting customer needs and exceeding expectations, maintaining standards, elevating delight and removing obstacles. Ensure employee engagement (meet and greet) and provide to end user support based on their needs (human engagement). Implement an appropriate process in place on how the customers/visitors are to be serviced in a customer centric manner, in accordance with Good Industry Practice. Ensure staff have a site-wide knowledge of building facilities, meeting room locations, special events, surrounding amenities as appropriate in relation to the scope of their role. Assess that the visitor space is functional, with proper office equipment, phone, furniture, and where not, escalate appropriately. Ensure all internal & external meeting rooms are kept clean and tidy are ready to be used. Professional Telephone Answering Offer high quality front office client services including concierge Creating rapport with guests, clients & customers. Anticipating their needs and providing outstanding services Assisting visitors in a professional manner Managing Visitor volumes / Visitor Security / Registration / Appointment Management/ Call Management / Tracking Mechanism Board Visits / VVIP movements Logistical support in relation to Event Management & Public Relations activities. Meet and greet clients and visitors at the reception. Interact with clients and visitors to resolve their queries on workplace issue. Alternate rotation to assist in Mailroom duties when required. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> Minimum 1-year experience of working at the Front of House within a Corporate or Hotel environment Experience of working within a demanding fast-paced environment involving high levels of customer care Experience of working within a team and desiring to provide a "best class" service Strong customer service skills Professional telephone manners together with excellent verbal and written communication skills Proficiency in Microsoft Office suite. 	<ul style="list-style-type: none"> 5 days 9am- 6pm; 8.30am-1pm (Sat) Full time/ Permanent

Job Positions	Key Responsibilities	Working Hours / Location
Event Manager	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Ensure events are run smoothly, pre-set-up, during set-up and post set-up. • Coordinate all tasks from event request to discussion with requestor, venue set-up, caterer liaison, car parking needs to event completion. • Upkeep and provide up-to-date information relating to caterer list, event guidelines and processes. • Overseeing all aspects of the event on-site, including coordinating logistics, transport and day of execution of meetings, conferences, workshops, seminars and high-profile meetings which may involve ministers and foreign dignitaries. • Overseeing the management of vendors, staff and handling any issues that arise. • Supports daily meeting and conference room turnover and/or midday room refresh, reconfigurations and evening resets for indoor and outdoor spaces. • Creates a hospitable environment for attendees, event owners, and vendors. • Ensures post event storage and inventory of tables, chairs, AV equipment and communicates timing on cleaning services when required. • Escalates potential issues/concerns to management as appropriate. • Able to interact confidently and effectively with high positioned individuals whether in formal, colloquial or in complex situations. • Supports set-up, refresh and removal of food, beverage, and service items. • Completes room checks and ensures technical and visual spaces are functioning properly. Communicates corrections as needed to appropriate team members for follow-up. • Monitors and responds to event activities such as gathering event supplies, equipment needs, food & beverage services, facilities, security, etc. • Supports set-up of furniture and equipment for meetings and events. • Supports set-up of audio-visual equipment, including routine inspection & inventory control. This includes troubleshooting of basic audio-visual issues. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Bachelor's Degree preferred with 3-5 years of relevant experience. In lieu of a degree, a combination of experience and education will be considered. • Experience in the areas of staffing, selection, training, development, coaching, mentoring, measuring, appraising, and rewarding performance and retention preferred. • Ability to guide the exchange of sensitive, complicated, and difficult information, convey performance expectations and handle problems. • Leadership skills to motivate team impact on quality, efficiency, and effectiveness of the job discipline and department. 	<ul style="list-style-type: none"> • 5.5 days • 8.30am- 6pm; 8.30am-1pm (Sat) • Full time/ Permanent

Job Positions	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> In-depth knowledge of Microsoft Office products. Examples include Word, Excel, Outlook, etc. Extensive organizational skills with a strong inquisitive mindset. Advanced math skills. Ability to calculate difficult figures such as percentages, fractions, and other financial-related calculations. 	
Contract Manager	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Provide formal supervision to employees. Monitor the training and development of staff. Conduct performance evaluations and coaching. Oversee the recruiting and hiring of new employees. Coordinate and manage the team's daily activities. Establish work schedules, assign tasks, and cross-train staff. Set and track staff and department deadlines. Mentor and coach as needed. Review, interpret, and evaluate contract and service agreements. Answer customer inquiries pertaining to the modification of existing contracts. Prepare and evaluate proposals for the new or continuation of existing contracts and make award recommendations. Negotiate and monitor the fulfillment of contractual obligations. Review amendments to existing contracts or requests for extensions. Provide recommendations of approval or alternative solutions. Lead by example and model behaviors that are consistent with CBRE RISE values. Influence parties of shared interests to reach an agreement. Apply knowledge of own discipline and how own discipline integrates with others to achieve team and departmental objectives. Identify, troubleshoot, and resolve day-to-day and moderately complex issues that may or may not be evident in existing systems and processes. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> Bachelor's Degree preferred with 3-5 years of relevant experience. In lieu of a degree, a combination of experience and education will be considered. Experience in the areas of staffing, selection, training, development, coaching, mentoring, measuring, appraising, and rewarding performance and retention preferred. Ability to guide the exchange of sensitive, complicated, and difficult information, convey performance expectations, and handle problems. Leadership skills to motivate team impact on quality, efficiency, and effectiveness of the job discipline and department. In-depth knowledge of Microsoft Office products. Examples include Word, Excel, Outlook, etc. Extensive organizational skills with a strong inquisitive mindset. 	<ul style="list-style-type: none"> 5.5 days 8.30am- 6pm; 8.30am-1pm (Sat) Full time/ Permanent

#3 Chambers Property Management Services Pte Ltd

Established in 1980, Chambers International, has built a strong presence in Singapore as a reputable group of companies providing a comprehensive range of professional real estate consultancy services, including integrated facilities management and strata title management. we are currently managing over 180 projects comprising commercial, industrial/ mixed development and residential spread all over Singapore.

Job Positions	Key Responsibilities	Working Hours / Location
Condominium Manager	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Conduct regular checks and inspections on grounds to ensure property is well maintained. • Manage term contractors, monitor their service performance, keep track & conduct renewal reviews of service agreements and insurance policies. • Ensure compliance with building statutory requirements. • Review and recommend the replacement/improvement plans for managed sites. • Conduct Annual General Meeting/Council Meeting including preparation of agendas, minutes of meetings, annual reports etc. • Organize social activities and functions when required. • Provide essential customer service support to the residents/owners. • Supervise and manage a team of site staff • Other job related and ad hoc duties as assigned. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Degree / Diploma in Building & Estate Management or equivalent • Certified Fire Safety Manager will be an added advantage. • 3 to 8 years of relevant working experience • Good knowledge of Building Maintenance & Strata Management Act. • Excellent communication skills, both written and spoken. • Proficiency in computer skills such as MS Office. • Able to handle pressure and multitask. 	<ul style="list-style-type: none"> • 5.5 days • 9am to 6pm • Full time / Permanent • Location: Island wide
Property Officer/Executive	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Assist in the day-to-day planning, organising, implementation and reviewing policies for both routine and cyclical maintenance, and use of common properties, etc. • Assist to review and prepare specifications and contract documents to tender. • Provide feedback and suggest alterations to revamp work methods and contract specifications in order to enhance the operation. • Carry out feasibility study and implement approved project to enhance the Estate. • Evaluation requests from residents, council members and sub-committees. • Maintain close liaison with council members and residents for feedback from work in progress, estate cleanliness and other maintenance mag. Ensure that cleaning, security, landscaping and pest control contractors and all-term contractors carry out their contractual duties during the month. • Monitor major works in progress and monitor trend of expenditures and maintain budgetary control. 	<ul style="list-style-type: none"> • 5.5 days • 9am to 6pm • Full time / Permanent • Location: Island wide

Job Positions	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Assist in preparation of monthly Councils Meetings and Annual General Meeting. Supervise on Maintenance Supervisor and technicians. Enforce office discipline and ensure building statutory requirements are complied Handle any ad-hoc task assigned by the supervisor. <p>Job Requirement:</p> <ul style="list-style-type: none"> Minimum GCE 'O' level or degree/diploma in Building, Facilities Management or equivalent. Minimum of 2 years' experience in a similar role. (No experience are welcome to apply) Knowledge of BMSMA Act will be an added advantage. Excellent communication skills, both written and spoken. Proficiency in computer skills such as MS Office. Ability to effectively communicate and liaise with landlords, tenants, and stakeholders at all levels. Possess a positive attitude, excellent interpersonal skills, and a customer-centric approach. 	
Building Technician	<p>Job Description:</p> <ul style="list-style-type: none"> Carry out authorized preventive, breakdown maintenance, repairs to buildings, facilities, electrical, mechanical, ACMV systems and services as directed by the supervisor. Conduct inspections and maintenance of lighting in common areas. Perform authorized work on installation, fitting, and modification of plumbing and sanitary systems in common areas. Maintain inventory and records of all parts and end-items used for maintenance work, including those kept in the store. Conduct routine inspections of common areas and facilities and rectify faults and defects with proper work orders. Attend to all emergencies and resident complaints promptly, politely, and tactfully under the instructions of the supervisor in charge. Ensure proper documentation of work records and work orders upon completion. Handle any ad-hoc task assigned by the supervisor. <p>Job Requirement:</p> <ul style="list-style-type: none"> NITEC/Higher NITEC/Diploma in Building Maintenance/ Electrical / Mechanical / Mechatronic Engineering/ Facility Management Minimum 1 year experience in building maintenance. Good knowledge in building mechanical and electrical systems. Perform Work at Height (WAH) will be an added advantage. Posses a positive attitude, excellent interpersonal skills, and a customer-centric approach. 	<ul style="list-style-type: none"> 5.5 days 9am to 6pm Full time / Permanent Location: Island wide

Job Positions	Key Responsibilities	Working Hours / Location
Admin Assistant	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Provide full admin support to the team and department. • Perform data-entry, printing, filling, documentation, sorting & distributing mail, etc. • Answer incoming call, assist in inquiries and concerns from the owners/tenants . • Assist owners in the application of moving in/moving out, renovation request, booking of estate facilities, etc. and issue official receipts to owners for the financial transactions. • Keeping record of all financial transactions (maintenance fees, renovation deposit and other incomes) at all times and provide the financial transactions summary, invoices, official receipt, etc. to the Headquarters' Accounts Department. • Review and processes invoices received from the suppliers/contractors. • To maintain the stock of stationery supplies and equipment maintenance record for the department. • Put up purchase requests for all approved purchases for the necessary approvals and verify invoices for the raised purchases upon delivery of goods and services. • Assist in any ad-hoc tasks as required by the department. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Minimum GCE 'O' level or equivalent. • 1 year admin support experience, relevant experience in the service industry or residential development will be an added advantage. • Good Customer Service Skills, possess fluent communication and interpersonal skills. • Proficient in Computer Skill such MS Office. • Meticulous and have an eye for details, able to multi-task and independent. 	<ul style="list-style-type: none"> • 5.5 days • 9am to 6pm • Full time / Permanent • Location: Island wide
General Manager	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Responsible for planning, implementation and review of the Management Corporation's decision and policies encompassing both routine and cyclical maintenance. • Regulate/control the use of common properties. • Control of cleaning, security, landscaping, building maintenance departments and contractors and provide necessary certification of completion of jobs undertaken by contractors and make recommendations for payment thereof. • Prepare and implement a planned maintenance program for the suitable maintenance, improvements, additions & alternations, and repairs & redecoration of the common properties. • Carry out regular inspections of the common properties in the condominium to ensure that these are in satisfactory and serviceable condition and properly maintained up to standards required by the relevant authorities and the Management Corporation. • Advise Management Corporation and administer the function and affairs of Management Corporation in compliance with Building Maintenance and Strata Management Act (BMSMA). 	<ul style="list-style-type: none"> • 5.5 days • 9am to 6pm • Full time / Permanent • Location: Island wide

Job Positions	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Provide innovative and practical ideas including on-going review of work methods, cultivation of corporate objectives, staff training and knowledge enhancement, contract specifications, to meet needs of Management Corporation and subsidiary proprietors. • Establish a rapport with Management Corporation's members and subsidiary proprietors/ residents and all staff and contractors of the condominium. • Liaise and coordinate with relevant government bodies, managing agent and legal advisors, to enhance effectiveness of Management Corporation and to achieve successful completion of Management Corporation's projects. • Organize weekly staff meetings and monthly Management Cooperation meetings and annual general meetings. Prepare agendas, minutes of meetings and annual reports. • Ensure that the financial administration of Management Corporation's operation is in accordance with standard practice, BMSM Act and financial rules. • To charge and collect on behalf of the Management Corporation from subsidiary proprietors and residents, management fees, sinking funds and any other charges as payable and falling due from time to time and to issue receipts on behalf of the Management Corporation for all sums received. • Monitor arrears level and initiate action for recovery, by taking all necessary steps to recover any such sums of money owing to the Management Corporation. This may require preparation of demand letters, preparation of documents for legal action as and when necessary. • Formulate and administer effective payment control. • Administer accounts to ensure these are within budget limits. • Ensure preparation of accurate and timely monthly financial reports and annual budgets in accordance with statutory requirements. • Verify accuracy of all payments made by the Management Corporation. • To attend to all correspondence and inquiries relating to common property on behalf of the Management Corporation. Advise and propose the necessary remedial actions or steps required. • To manage and maintain proper and updated records and files of correspondence, documents and materials pertaining to Management Corporation matters and to maintain and update the register of subsidiary proprietors and residents' particulars. • Provide the necessary secretarial services to the Management Corporation and sub-committees as may be appointed from time to time, including the preparation and upkeep of minutes and resolutions for necessary action and record purposes. • Provide editorial support for publication of newsletter, annual general meeting reports, etc. <p>Staff Management</p> <ul style="list-style-type: none"> • Conduct regular weekly staff meetings, to review work plans and status of projects, etc. 	

Job Positions	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Check on staff integrity and maintain and ensure compliance with Management Corporation employee house-rules and guidelines. • Motivate staff to increase and improve overall productivity and work standards. • Conduct open performance appraisal with staff concerned. • Recommend and propose necessary staffing structure and manpower requirements as may be needed from time to time. • Inculcate teamwork and team efforts within all departments and in the overall context and structure of estate. • Recommend and propose required disciplinary action for recalcitrant staff and workers. • Ensure proper records kept of all staff matters, including Saturday-off privilege, urgent day-off, annual leave, update of personal particulars, etc. • Ensure overall service provided by all departments and staffs are satisfactory and within the job requirements and employee guidelines laid down by the Management Corporation. • Organize social activities and functions when required. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Degree / Diploma in Building & Estate Management or Hospitality Management. • Certified Fire Safety Manager (preferred). • 3 to 8 years of relevant working experience. • Knowledge of Building Maintenance & Strata Management Act. 	

#4 Certis Integrated Facilities Management

At Certis Integrated Facilities Management (IFM), we harness the power of cutting-edge digital platforms to deliver innovative, smart solutions that redefine facilities management. With a strong foundation in critical operations, we offer a comprehensive range of services designed to boost productivity, optimize resources, and drive cost efficiency. Trusted by government, commercial, and industrial sectors alike, our reputation is built on delivering impactful solutions in the most demanding environments. Join our team and be part of shaping the future of facilities management. Together, let's create smarter and more sustainable spaces.

Job Positions	Key Responsibilities	Working Hours / Location
Facilities Maintenance Officer	<p>Job Description:</p> <ul style="list-style-type: none"> Lead a team of technicians responsible for all facilities management activities, including overseeing and implementing operations. Manage and supervise all electrical, mechanical, and maintenance work. Monitor facilities projects to ensure timely delivery. <p>Job Requirement:</p> <ul style="list-style-type: none"> 2 - 5 years of relevant experience in facilities management or building maintenance is preferred. Fresh graduates with relevant internship experience are encouraged to apply. Self-motivated, resourceful, and capable of working independently. Excellent interpersonal, communication, and organizational skills. Diploma in Building Services, Engineering, Facilities Management, or Project Management is required. 	<ul style="list-style-type: none"> 5 days Full time / Permanent
Assistant Engineer	<p>Job Description:</p> <ul style="list-style-type: none"> Responsible for planning, execution and supervision of all facilities management and operation activities. Manage term contractors and lead a team of technical officers and technicians in facilities operation, troubleshooting, preventive and breakdown maintenance works. Provide feasible solution and co-ordinate with owners, contractors/vendors and users on engineering functional requirements and to ensure objectives are achieved. Responsible for project costs control, maintaining quality service standards and related documentation works. <p>Job Requirement:</p> <ul style="list-style-type: none"> 2 - 5 years of relevant experience in facilities management or building maintenance is preferred. No experience with relevant internship experience are encouraged to apply. Self-motivated, resourceful, and capable of working independently. Excellent interpersonal, communication, and organizational skills. Diploma in Building Services, Engineering, Facilities Management, or Project Management is required. 	<ul style="list-style-type: none"> 5 days Full time / Permanent
OpsTech Engineer	<p>Job Description:</p> <ul style="list-style-type: none"> Assist in conducting user training sessions on the Computerised Maintenance Management System (CMMS) to help users maximize its utilization. Support the security and integration of trusted devices within our facilities management systems. 	<ul style="list-style-type: none"> 5 days Full time / Permanent

Job Positions	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Collaborate with teams to implement IT systems or projects under guidance. Assist in internal audits to evaluate system utilization and compliance with standard operating procedures (SOPs). Gain exposure to advanced digital tools, including the Security+/Mozart orchestration platform and mobile enabled facility management tools, to help optimize operations and boost productivity. Validate data accuracy and contribute to corrective measures for ongoing or new projects. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> 2 - 5 years of relevant experience in Facility Management with proven experience with Computerised Maintenance Management Systems (CMMS). Familiarity with various digital systems and tools utilised in real estate, property, and facilities management. Self-motivated, resourceful, and capable of working independently. Excellent interpersonal, communication, and organizational skills. Diploma or Degree in Electronics, Electrical, Mechanical, Mechatronics Engineering, or equivalent IT/Engineering qualifications. 	

#5 C&W Services (S) Pte Ltd

C&W Services Singapore is the facilities and engineering arm of Cushman & Wakefield, offering facilities management, engineering solutions, energy management strategies as well as innovative facilities management technology to a diverse portfolio of clients such as building owners, occupiers, government bodies and corporate real estate companies. C&W Services is also the first Facilities Management firm in Singapore to earn the WELL v2 certification at the Gold level and has been celebrated as a Great Place to Work.

Job Positions	Key Responsibilities	Working Hours / Location
Account Manager	<p>Job Description:</p> <ul style="list-style-type: none"> Foster goal achievement, team building, communication, and overall performance in all operations areas and across sections. Develop plans to achieve safety and environmental goals and objectives and ensure an active and effective EH&S committee. Ensure the company is in compliance with all regulatory agency requirements as they relate to environmental health and safety in the following: Interface and collaborate with internal and external stakeholders in the development of cross departmental work. Lead development and maintenance of the company's business continuity plans, to reduce risks and ensure rapid recovery of key business operations during any emergency disaster according to corporate guidelines. Assure Client facilities' requirements are proactively planned, executed and maintained. Assure that the facilities' documentation, including design drawings, as-builds and specifications, are up to date and accurate. Develops and Oversees Operations Budget preparation, management, tracking and P&L forecast and actualization, and identifies opportunities to increase revenue and decrease costs Ensure tight milestones, KPIs and targets are met promptly. Develop necessary Planned Preventive Maintenance procedures for all the assets. Develops mid-and long-term Life Cycle Assets Replacement plans. Reviews and updates SOPs and processes to strengthen the FM Operations. Lead a team of maintenance staff to provide efficient and effective soft Facility Management services, Building-related equipment maintenance, M&E, Commercial and Estate Management services. Prepare and manage the budget and cyclical maintenance of Building Fabric & M&E Assets/Equipment at the clients' premises. Maintain effective and timely reporting processes and activities to the respective client. Dare to overcome challenges and adversities possess by clients. Recruit, manage and develop staff to meet departmental business needs Develop staff and manage performance to ensure the organization is effective and poised to strategically meet the challenges of the business. 	<ul style="list-style-type: none"> 5 days 8.30am - 5.30pm Full time / Permanent Location: 469001

Job Positions	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Build and maintain good relationships with clients and key stakeholders Take accountability and ownership of Workplace Safety & Health (WSH) standards and outcomes in building up a Safety Culture. Perform any other/related duties as required and directed/assigned. <p>Job Requirement:</p> <ul style="list-style-type: none"> Diploma/Degree with 3 years' relevant working experience. Candidates from Facilities Management / Construction Background is advantageous. 	
Assistant Building Manager	<p>Job Description:</p> <ul style="list-style-type: none"> Under the supervision of the Facilities Manager, the Assistant Facilities Manager supports the facilities organization at a specific location, set of buildings, or campus environment. The Assistant Facilities Manager is charged with supporting the day-to-day implementation of policies, procedures, programs and workplace services delivery that provides a well-managed and well-maintained building. Places an emphasis on a positive response to the concerns and needs of the tenants, environmental health and safety, and quality programs, in coordination with the client's goals and objectives. <p>Job Requirement:</p> <ul style="list-style-type: none"> Diploma/Degree with 3 years relevant working experiences. Candidates from Facilities Management / Construction Background is advantageous. 	<ul style="list-style-type: none"> 5 days 8.30am - 5.30pm Full time / Permanent Location: 469001
Assistant Manager	<p>Job Description:</p> <ul style="list-style-type: none"> To provide assist and support to the Account Director who is overall in charge of and directly responsible for the planning, implementation, supervision and manage all the projects in his charge. Offer technical and logistical support to both new and existing accounts within the purview of the Account Director. Initiate and oversee market research endeavors, focusing on the implementation of digitization strategies to elevate efficiency in site operations. Undertake managerial responsibilities for smaller accounts and oversee associated responsibilities. To provide covering of duties for sites, budget review and forecast, project mobilization and transition management. Support the site team to align with client expectations and contractual requirements and support the operation in maintenance and customer support. Assist in Organize the team for operational phasing in & out for all documentation for maintenance work, operation, fault reporting, fire safety management, crisis management & Health & safety management. Manage expenditure, address to operational and administrative issues, and ensure procedures are carried out properly. Establish good relations between own team members and clients. Assist HQ in tendering of project, proposal's preparation, attend tender site visit & tender interview. 	<ul style="list-style-type: none"> 5 days 8.30am - 5.30pm Full time / Contract & Permanent Location: 469001

Job Positions	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Support site teams from HQ in event of electrical shutdown & emergency service breakdown. Do audit of building services, pulse visitations and special duties when assigned. Conduct market and industry research when assigned. Perform any related duties as required and directed. Take accountability and ownership of Workplace Safety & Health (WSH) standards and outcomes in building up a Safety Culture. <p>Job Requirement:</p> <ul style="list-style-type: none"> Diploma or Degree in facilities management and/or built environment, or related disciplines from a recognized institution. 	
BMS Engineer	<p>Job Description:</p> <ul style="list-style-type: none"> The BMS Engineer deployed on site is required to perform planned and ad-hoc maintenance work including supervise the Technicians and Contractors in carrying out the works in specific projects. The BMS Engineer should also possess good communication skills and be able to relate to different levels of people. The BMS Engineer should also be proactive in learning and implementing new technologies on site. The BMS Engineer will also be holding a concurrent role of TE and will discharge his/her duty according to the requirement of the BMS Engineer. The responsibilities of the BMS Engineer shall include but are not limited to the following: On daily basis, follow up on anomalies or faults detected from the use of the BMS to optimize the building equipment. Deep dive into building function and equipment to improve energy efficiencies and eliminate intermittent faults, derive new fault rules specific and relevant to the Sites; and Manage, operate, configure, modify and perform troubleshooting on the BMS system. <p>Job Requirement:</p> <ul style="list-style-type: none"> Possess a recognized diploma in any discipline of building, facilities, or engineering (with M&E background preferred) related discipline from a recognized establishment. Minimum of 5 years of relevant working experience in facility management works. Trained in Building Management System. 	<ul style="list-style-type: none"> 5 days 8.30am - 5.30pm Full time / Contract & Permanent Location: 469001
Business Development Executive/Manager	<p>Job Description:</p> <ul style="list-style-type: none"> Lead the business development efforts for the Facilities Management (FM) business, establishing and nurturing relationships with potential customers and service partners, And to identify and develop new and existing business opportunities. <p>Job Requirement:</p> <ul style="list-style-type: none"> Diploma/Degree with 3 years relevant working experiences. Candidates from Facilities Management / Construction Background is advantageous. 	<ul style="list-style-type: none"> 5.5 days 8.30am-5.30pm(Mon to Fri),8.30am - 12.30pm(Sat) Full time / Contract & Permanent Location: 469001

Job Positions	Key Responsibilities	Working Hours / Location
Contract Manager/Project Quantity Surveyor	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Provide the cost and contracts administration services. • Carry out cost control to ensure that the Material Procurement Tender Schedule is within the allocated budget as specified by Client. • Prepare and report financial projection and carry out budgetary and expenditure control of Contractors' contract prior to commencement of work. • Prepare and recommend monthly progress payment claims, and final account submitted by the term contractors' and to ensure timely and complete submission for payment. • Evaluate and carry out joint measurement with Contractors on their claims for Purchase Order/ Works Order. • Administer term contract works to be carried out by Contractors (before and after start of work). • Compile, check, certify and confirm Contractors' invoices to ensure that the invoices tally with Purchase Order/ Works Order. • Review and prepare specifications, evaluate and recommend tender submissions. • Carry out contract documentation and preparation relating to tender acceptance and contract execution. • Obtain and monitor the Performance Bonds, Bankers Guarantees and any other forms of insurances. • Prepare tender documents, tender evaluation report, variation agreements and render professional advice on any penalties, liquidated damages when deemed necessary. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Diploma/Degree with 3 years relevant working experiences. • Candidates from Facilities Management / Construction Background is advantageous. 	<ul style="list-style-type: none"> • 5.5 days • 8.30am-5.30pm(Mon to Fri),8.30am - 12.30pm(Sat) • Full time / Contract & Permanent • Location: 469001
Engineering Technician	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Provide front line engineering support for M&E and building services. • Attend to breakdowns, servicing, repairing and emergency requests. • Manage fire command center system like BMS, Fire Alarm and ACMV system etc. • Good hand on skill for corrective work action for M&E system. • Ensure work is done properly and sign off service report with name and date. • Record and highlight any consumption spike in BTU, Water and Electrical meter reading. • Update occurrence book with date and time for the work done in shift duty. • Enforce safety rule and regulation needed to be comply by term contractors for site work. • Email and update to team leader and supervisor for shift work. • Provide support to Engineer, Technical Executive and Managers. • Prepare tender documents, tender evaluation report, variation agreements and render professional advice on any penalties, liquidated damages when deemed necessary. 	<ul style="list-style-type: none"> • 5 days / 5.5 days / 6 days / Rotating shift • 8.30am-5.30pm (Mon to Fri),8.30am - 12.30pm(Sat) Rotating shift 08:00 – 16:00 14:00 – 22:00 4 days shift rotating 08:00 – 20:00 20:00 – 08:00 • Full time / Contract & Permanent • Location: 469001

Job Positions	Key Responsibilities	Working Hours / Location
	<u>Job Requirement:</u> <ul style="list-style-type: none"> • Good team player. • Nitec in Facilities management, building, mechanical, electrical, air-conditioning. 	
Facilities Executive	<u>Job Description:</u> <ul style="list-style-type: none"> • Under the supervision of the Facilities Manager, the Facilities Executive supports the facilities organization at a specific location, set of buildings, or campus environment. • The Facilities Executive is charged with supporting the day-to-day implementation of policies, procedures, programs and workplace services delivery that provides a well-managed and well-maintained building. Places an emphasis on a positive response to the concerns and needs of the tenants, environmental health and safety, and quality programs, in coordination with the client's goals and objectives. <u>Job Requirement:</u> <ul style="list-style-type: none"> • Diploma/Degree with 3 years relevant working experiences • Candidates from Facilities Management / Construction Background is advantageous. 	<ul style="list-style-type: none"> • 5.5 days • 8.30am-5.30pm(Mon to Fri), 8.30am - 12.30pm(Sat) • Full time / Contract & Permanent • Location: 469001
Fire Safety Officer	<u>Job Description:</u> <ul style="list-style-type: none"> • To lead and manage the full duties of Senior FSM and FSM for selected Army Camps in accordance to the Fire Safety Act and its subsidiary regulations. • To prepare and execute the Emergency Response Plan (ERP) for the premises and distribute the ERP to the occupants of the premises. • To advise and recommend a list of fire-fighting equipment for the Company Emergency Response Team where applicable. • To train, coordinate and supervise the Company Emergency Response Team for the premises in first-aid, firefighting, and evacuation in the event of fire or other related emergencies. • To conduct daily checks and inspections within the premises and remove or cause to remove any fire hazard that is found within the premises and prepare monthly FSM inspection report. • To supervise the maintenance of Fire Safety works in the premises and follow up on the repair or replacement and when necessary. • To conduct in-house fire drills for the occupants of the premises at least once or twice in every calendar year or on such occasion as may be directed by the commissioner or SCDF. • To conduct at least 2 table-top exercises within the premises each year and to evaluate the ERP for those premises and to record minute of meetings and provide feedback for improvement. • To furnish incident report and investigation report in the event of fire and other related emergencies, including fire drills and table-top exercise. • To conduct necessary training and regular briefing to the occupants in the premises in support of Fire Safety such as: first aid, firefighting, and evacuation in the event of fire or other related emergencies 	<ul style="list-style-type: none"> • 5 days • 8.30am - 5.30pm • Full time / Permanent • Location: 469001

Job Positions	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> To supervise those premises with the Fire Command Centre on the operation in the event of fire and other related emergencies. To prepare a Fire Safety guidebook and support the Fire Management System setup for the occupants of the premises. To carry out Fire Risk Assessment of the premises and recommended areas of improvement. To ensure annual Fire Certificate Renewal for premises with PE Endorsement. To perform any other tasks as and when assigned by Superior. <p>Job Requirement:</p> <ul style="list-style-type: none"> Those with Facilities Management operation experiences or equivalent is an added advantage. 	
Inspection Team Executive	<p>Job Description:</p> <ul style="list-style-type: none"> Oversee all inspection services carried out by trained inspectors, Qualified Person(s), technical specialist. The team shall be responsible to inspect, update, manage and track all defects. Compile information necessary to ensure all site-specific documentation and reports are completed accurately and on time. Expected to be thoroughly familiar with the management contract, vendor agreements, and other building/facility contracts and all requirements contained therein. Monitor and ensure that tenants and vendors comply with insurance requirements and coordinate all claims as required. Proactively inspect the facility, systems, rooms, common areas, etc. and report back any findings or issues to the Facility Manager. <p>Job Requirement:</p> <ul style="list-style-type: none"> Diploma/Degree with 2 - 3 years relevant working experiences. Candidates from Facilities Management / Construction Background is advantageous. 	<ul style="list-style-type: none"> 5.5 days 8.30am-5.30pm (Mon to Fri), 8.30am - 12.30pm (Sat) Full time / Contract & Permanent Location: 469001
Maintenance Technician	<p>Job Description:</p> <ul style="list-style-type: none"> Provide front line engineering support for M&E and building services Attend to breakdowns, servicing, repairing and emergency requests Manage fire command center system like BMS, Fire Alarm and ACMV system etc. Good hand on skill for corrective work action for M&E system. Ensure work is done properly and sign off service report with name and date. Record and highlight any consumption spike in BTU, Water and Electrical meter reading. Update occurrence book with date and time for the work done in shift duty. Enforce safety rule and regulation needed to be comply by term contractors for site work. 	<ul style="list-style-type: none"> 5 days / 5.5 days / 6 days / Rotating shift 8.30am-5.30pm (Mon to Fri) 8.30am - 12.30pm (Sat) Rotating shift 08:00 – 16:00 14:00 – 22:00 4 days shift rotating 08:00 – 20:00 20:00 – 08:00 Full time / Contract & Permanent Location: 469001

Job Positions	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Email and update to team leader and supervisor for shift work. Provide support to Engineer, Technical Executive and Managers. <p>Job Requirement:</p> <ul style="list-style-type: none"> 2 - 3 years relevant working experiences. Nitec in Facilities management, building, mechanical, electrical, air-conditioning. 	
Project Manager	<p>Job Description:</p> <ul style="list-style-type: none"> Liaise with client's representatives on all site matters with proper documentation. Deal effectively with all consultants, construction teams, and relevant authorities. Provide leadership and direction on all project operations and activities such as the design, plan, schedule, scope and budget Manage and ensure completion of assigned upgrading / Additional & Alteration (A&A) works in accordance to the client's expectation within the timeline and budget Ability to manage multiple projects at a time. Liaise closely with sub-contractors, architects, consultants, and relevant authorities to ensure the smooth execution of project. Ensure that works are executed in accordance with approved plans/drawings and in accordance with contract specification. Able to chair project kick-off meetings, progress meetings and all other project related meetings with clients, consultants, and other parties. Able to prepare tender documents including the estimated price value and specification write up. Preparation & Monitoring of project progress claim, variation, and final accounts daily/weekly for all parties. Conduct quality assurance reviews to ensure that required work is satisfactorily performed and completed by certified consultants. Any other related duties that may be assigned. <p>Job Requirement:</p> <ul style="list-style-type: none"> Degree / Diploma / Higher Nitec in Building Services / Facilities Maintenance or Mechanical / Electrical Engineering or equivalent. 2 to 3 years relevant experience in property / estate / facilities management or building / facilities maintenance Experience in Greenmark Project/ACMV will be advantageous. 	<ul style="list-style-type: none"> 5.5 days 8.30am-5.30pm (Mon to Fri), 8.30am - 12.30pm (Sat) Full time / Contract & Permanent Location: 469001
Project Manager (Government Project)	<p>Job Description:</p> <ul style="list-style-type: none"> Liaise with client's representatives on all site matters with proper documentation. Deal effectively with all consultants, construction teams, and relevant authorities. Provide leadership and direction on all project operations and activities such as the design, plan, schedule, scope and budget 	<ul style="list-style-type: none"> 5 days 8.30am-5.30pm Full time / Contract & Permanent Location: 469001

Job Positions	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Manage and ensure completion of assigned upgrading / Additional & Alteration (A&A) works in accordance to the client's expectation within the timeline and budget Ability to manage multiple projects at a time. Liaise closely with sub-contractors, architects, consultants, and relevant authorities to ensure the smooth execution of project. Ensure that works are executed in accordance with approved plans/drawings and in accordance with contract specification. Able to chair project kick-off meetings, progress meetings and all other project related meetings with clients, consultants, and other parties. Able to prepare tender documents including the estimated price value and specification write up. Preparation & Monitoring of project progress claim, variation, and final accounts daily/weekly for all parties. Conduct quality assurance reviews to ensure that required work is satisfactorily performed and completed by certified consultants. Any other related duties that may be assigned. <p>Job Requirement:</p> <ul style="list-style-type: none"> Degree / Diploma / Higher Nitec in Building Services / Facilities Maintenance or Mechanical / Electrical Engineering or equivalent 2 to 3 years relevant experience in property / estate / facilities management or building / facilities maintenance. 	
Property Officer	<p>Job Description:</p> <ul style="list-style-type: none"> Assist the Building Manager in the daily operations. 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). Ensure smooth operations on site(s). Manage ad-hoc project(s). Facilitate incident investigation whenever necessary. <p>Job Requirement:</p> <ul style="list-style-type: none"> Degree / Diploma / Higher Nitec in Building Services / Facilities Maintenance or Mechanical / Electrical Engineering or equivalent. 2 to 3 years relevant experience in property / estate / facilities management or building / facilities maintenance. Knowledge in building works and facilities management. Possess good communication skills in liaising with both internal and external stakeholders. 	<ul style="list-style-type: none"> 5 days 8.30am-5.30pm Full time / Contract & Permanent Location: 469001
Quality Control Officer	<p>Job Description:</p> <ul style="list-style-type: none"> Carry out a Flexible site Quality Control (QC) inspection schedule involving all sites located at different areas. Quality Control Inspections involve physical on-site checks and document checks. Use of electronic devices such as laptop to input and/or manage the QC work. To be able to be certified to the necessary examination and training relevant to the work. 	<ul style="list-style-type: none"> 5 days 8.30am-5.30pm Full time / Permanent Location: 469001

Job Positions	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Prepare personal Monthly work summaries and audit reports as per routine for monthly submission to QA Auditor and /or Superior. • Report directly to the QA auditor on QC report and audit matters. • Track and follow up on closure of Correction Actions (CA) and Preventive Actions (PA) as recommended in the audit reports. • Represent the respective cluster in Authority Audit or other audits. • Support QAQC & HS administration work. • Support the making of monthly reports for QAQC & HS and updating of websites belonging to QAQCHS. • To carry out any other work as assigned by supervisor or superior-in-charge. <p>Job Requirement:</p> <ul style="list-style-type: none"> • Diploma in Facilities Management / Electrical Engineering / Mechanical Engineering / Building Services or equivalent. • 2 years relevant experience in Facilities Management or Quality Management. • Candidates with ISO Internal Auditor Certification will be preferred. • Candidates with a Class 3 driving license will be at an advantage. 	
Senior Assistant AV Engineer	<p>Job Description: The responsibilities of the AV technicians shall include but not limited to the following:</p> <ul style="list-style-type: none"> • Provide technical support for AV System (e.g., sound system, lighting system, video wall, etc.). • Conduct maintenance for AV Systems. • Maintain inventory list of AV equipment. • Research and evaluate new AV equipment and technologies and give recommendations. • Provide AV support when required by Authority (e.g., ministerial events, etc.). • Work closely with Client's FM team to understand the needs and requirements of the end users. • Undertake any other duties as assigned by the Client/FM team /Account Director. <p>Job Requirement:</p> <ul style="list-style-type: none"> • Nitec or Higher Nitec in Audio Visual Technology or related field, such as digital media. • 2 years relevant experience in Audio and Visual or event. 	<ul style="list-style-type: none"> • 5.5 days • 8.30am-5.30pm (Mon to Fri) 8.30am - 12.30pm (Sat) • Full time / Contract & Permanent • Location: 469001
Senior Facilities Executive	<p>Job Description:</p> <ul style="list-style-type: none"> • Assist the Building Manager in the daily operations. • 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). • Ensure smooth operations on site(s). • Manage ad-hoc project(s). • Facilitate incident investigation whenever necessary. <p>Job Requirement:</p>	<ul style="list-style-type: none"> • 5.5 days • 8.30am-5.30pm (Mon to Fri) 8.30am - 12.30pm (Sat) • Full time / Contract & Permanent • Location: 469001

Job Positions	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Degree / Diploma / Higher Nitec in Building Services / Facilities Maintenance or Mechanical / Electrical Engineering or equivalent. 2 to 3 years relevant experience in property / estate / facilities management or building / facilities maintenance. Knowledge in building works and facilities management. Possess good communication skills in liaising with both internal and external stakeholders. 	
Senior Property Executive	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Assist the Building Manager in the daily operations. 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). Ensure smooth operations on site(s). Manage ad-hoc project(s). Facilitate incident investigation whenever necessary. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> Degree / Diploma / Higher Nitec in Building Services / Facilities Maintenance or Mechanical / Electrical Engineering or equivalent. 2 to 3 years relevant experience in property / estate / facilities management or building / facilities maintenance. Knowledge in building works and facilities management. Possess good communication skills in liaising with both internal and external stakeholder. 	<ul style="list-style-type: none"> 5.5 days 8.30am-5.30pm (Mon to Fri) 8.30am - 12.30pm (Sat) Full time / Contract & Permanent Location: 469001
Property Officer	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> To monitor the maintenance plans/schedules for soft FM services for cleaning, waste management and façade cleaning. To monitor the performance of services vendors, subcontractors etc for delivery of soft FM services and adjust maintenance plans when necessary To prepare and submit timely inspection reports of FF&Es of OCBC Arena, particularly for Event Spaces, and propose inventory of spares. To conduct monthly Sports Equipment checks with Venue Operation. To conduct daily venue inspections and coordinate reactive cleaning or repair work with cleaning or technical team. To carry out annual SFPM and coordinate with Hard FM colleagues on any Building & Fabric related issues/works. To prepare all administrative matters for the handing over and taking over of event spaces (Hall 1 to Hall 6) at OCBC Arena. To prepare all Event related administration – Variable cost, event billing etc. To provide supervise Facility Attendants (FA) on sitewide barricades deployment, set up and teardown for event or/and maintenance work as well as FOP changeover between training. To supervise FAs on routine preventive and corrective maintenance on sitewide barricades. 	<ul style="list-style-type: none"> 5 days 8.30am-5.30pm (Full time / Permanent Location: 469001

Job Positions	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> To keep track of all service reports by maintaining a hard copy filing system as well as digitalising to keep the soft copy on Share point To administrate all finance related matters such as Purchase Request, Service Order To monitor TAM case(s) are attended and completed promptly within the contractual timing. Execute, supervise and manage venue Ad hoc project works ensuring quality and safety at work and completion in timely manner. To prepare and submit an incident report within 12 hours from incident. <p>Job Requirement:</p> <ul style="list-style-type: none"> Nitec/Higher Nitec/Diploma in Engineering/ Facilities Management/ Project Management. Minimum 2 years of relevant working experience as a Property Officer. Possess basic technical knowledge for M&E systems and building works and maintenance. Experience in managing sports and recreation facilities will be advantageous. The ability to work & communicate with all levels of internal and external customers & stakeholders including contractors/ technicians. 	
Senior Technician	<p>Job Description:</p> <ul style="list-style-type: none"> Provide front line engineering support for M&E and building services. Attend breakdowns, servicing, repairing and emergency requests. Manage fire command center system like BMS, Fire Alarm and ACMV system etc. Good hand on skill for corrective work action for M&E system. Ensure work is done properly and sign off service report with name and date. Record and highlight any consumption spike in BTU, Water and Electrical meter reading. Update occurrence book with date and time for the work done in shift duty. Enforce safety rule and regulation needed to be comply by term contractors for site work. Email and update to team leader and supervisor for shift work. Provide support to Engineer, Technical Executive and Managers. <p>Job Requirement:</p> <ul style="list-style-type: none"> Diploma in Facilities Management / Mechanical Engineering / Electrical Engineering / Building Services or equivalent. Minimum 4 years of relevant facility management experience or equivalent. 	<ul style="list-style-type: none"> 5 days / 5.5 days / 6 days / Rotating shift 8.30am-5.30pm (Mon to Fri) 8.30am - 12.30pm (Sat) Rotating shift 08:00 – 16:00 14:00 – 22:00 4 days shift rotating 08:00 – 20:00 20:00 – 08:00 Full time / Contract & Permanent Location: 469001
Technician	<p>Job Description:</p> <ul style="list-style-type: none"> Provide front line engineering support for M&E and building services. Attend to breakdowns, servicing, repairing and emergency requests. 	<ul style="list-style-type: none"> 5 days / 5.5 days / 6 days / Rotating shift 8.30am-5.30pm (Mon to Fri)

Job Positions	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Manage fire command center system like BMS, Fire Alarm and ACMV system etc. • Good hand on skill for corrective work action for M&E system. • Ensure work is done properly and signed off service report with name and date. • Record and highlight any consumption spike in BTU, Water and Electrical meter reading. • Update occurrence book with date and time for the work done in shift duty. • Enforce safety rule and regulation needed to be comply by term contractors for site work. • Email and update to team leader and supervisor for shift work. • Provide support to Engineer, Technical Executive and Managers. <p>Job Requirement:</p> <ul style="list-style-type: none"> • Diploma in Facilities Management / Mechanical Engineering / Electrical Engineering / Building Services or equivalent. • Minimum 2 years of relevant facility management experiences or equivalent. 	<p>8.30am - 12.30pm (Sat) Rotating shift 08:00 – 16:00 14:00 – 22:00 4 days shift rotating 08:00 – 20:00 20:00 – 08:00</p> <ul style="list-style-type: none"> • Full time / Contract & Permanent • Location: 469001
Property Officer	<p>Job Description:</p> <ul style="list-style-type: none"> • Coordinate with contractors to maintain the common areas such as cleaning, conservancy, landscaping and horticultural work, as well as improvement and cyclical projects at public housing flats in designated Town Councils. • Conduct inspections on the ground and to follow up with the contractors on the rectification of the defects. • Follow up with issuance of works orders to contractors and to check on rectification of works and process payments. • Engage and manage with residents' feedback and to perform call back service when the defects are rectified within the timeline. • Discuss and follow up on maintenance issues with grassroots leaders. • Assist grassroots leaders to organize grassroots activities, if required. • Perform arrears visitations. • Attend MP's house visits, grassroots and upgrading meetings after office hours. • Attend to urgent cases referred by Managers, grassroots leaders and EMSU. • Do cross audit of estate inspections, arrears visitations and special duties when assigned. • Assist the Property Managers to lead the guide the Property Officers team (Senior). • Perform any related duties as required and directed. • Take accountability and ownership of Workplace Safety & Health (WSH) standards and outcomes in building up a Safety Culture. <p>Job Requirement:</p> <ul style="list-style-type: none"> • Diploma in Building, Building Maintenance/ Management, Facilities Management or other approved qualifications OR • GCE 'O' Levels with at least 2 years' experience relating to estate management or building maintenance. • Knowledge in building works and facilities management. 	<ul style="list-style-type: none"> • 5 days • 8.30am-5.30pm (Mon to Thur) 8.30am – 6pm (fri) *1 hour meal break • Full time / Contract & Permanent • Location: 469001

Job Positions	Key Responsibilities	Working Hours / Location
Senior Technician	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Provide front line engineering support for M&E and building services. • Attend to breakdowns, servicing, repairing and emergency requests. • Manage fire command center system like BMS, Fire Alarm and ACMV system etc. • Good hand on skill for corrective work action for M&E system. • Ensure work is done properly and sign off service report with name and date. • Record and highlight any consumption spike in BTU, Water and Electrical meter reading. • Update occurrence book with date and time for the work done in shift duty. • Enforce safety rule and regulation needed to be comply by term contractors for site work. • Email and update to team leader and supervisor for shift work. • Provide support to Engineer, Technical Executive and Managers. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Diploma in Facilities Management / Mechanical Engineering / Electrical Engineering / Building Services or equivalent Minimum 4 years of relevant facility management experience or equivalent. 	<ul style="list-style-type: none"> • 5.5 days • 8.30am-5.30pm (Mon to Fri) 8.30am - 12.30pm (Sat) • Full time / Contract & Permanent • Location: 469001
Shift Technical Executive	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Assist the Building Manager in the daily operations. • Lead a team in the provision and implementation of maintenance services at designated site(s). • Troubleshoot building services failures. • Supervise, plan and organise a team of on-site Contractors in carrying out planned and ad-hoc maintenance and their work routines. • Ensure efficient and effective maintenance of Client's facilities through routine check and preventive maintenance strategies. • Source, negotiate and follow up with Contractors on repair and replacement work to ensure work done according to specifications. • Preparation of monthly and incident report pertaining to the site(s). <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • NITEC/ HIGHER NITEC or equivalent certificate in Electrical / Mechanical /Building/ Facilities Management from a recognized technical institute with a minimum of 5 years relevant experience. • or Diploma in Electrical / Mechanical /Building/ Facilities Management from a recognized polytechnic with a minimum of 3 years of relevant work experience. 	<ul style="list-style-type: none"> • 5.5 days • 8.30am-5.30pm (Mon to Fri) 8.30am - 12.30pm (Sat) • Full time / Contract & Permanent • Location: 469001
Manager (Broker)	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Assist clients in finding suitable logistics and industrial properties to run their business. Assist sellers in promoting their properties to attract qualified buyers in a reasonable amount of time. 	<ul style="list-style-type: none"> • 4 days • Rotating shift 08:00 – 16:00 14:00 – 22:00

Job Positions	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Coordinate and assist in connection with authorities (JTC, NEA, URA, SFA) with clients where required. Provide guidance to clients on terms within agreement, checks on bank rates and mortgage plans (where required), market price and rental rates. Conduct market analysis and assist in due diligence within the process of sale / lease transactions. Assist pitch team in the preparation of property information, marketing proposals, information / Investment Memorandum. Assist with preparing investment opportunity submissions relative to financial strengths and weaknesses, risk assessments, strength of sponsors/guarantors, collateral and deal structures. Assist with legal documents and draft letter of offer or interest either on behalf of tenant or landlord, buyer or seller. Arrange and conduct site visits for all types of Logistics & Industrial buildings for tenants / buyers / landlords / sellers. Coordinate the transaction process with clients and their legal facility teams. Assist with negotiations between buyers and sellers, tenants and landlords Fulfill a range of marketing functions. E.g. promoting properties by listing via social media, planning and draft advertisements contents, guide preparation of marketing materials collaterals. Procurement of new business opportunities through networking and referral management. Approach buildings owners to seek new landlord representation and / or Sale & Leaseback / Investment opportunities. Work with the senior management team on additional adhoc projects or appointment projects for lease / sale as required. <p>Job Requirement:</p> <ul style="list-style-type: none"> Diploma in Facilities Management / Mechanical Engineering / Electrical Engineering / Building Services or equivalent Minimum 4 years of relevant facility management experience or equivalent. 	<p>4 days shift rotating</p> <ul style="list-style-type: none"> Full time /Contract Location: 469001
Valuer	<p>Job Description:</p> <ul style="list-style-type: none"> Work with your manager in meeting sales targets. Manage direct reports responsible in respective internal team. These include internship and recruitment programs. Provide supervision and guidance to subordinates and other juniors. Undertake portfolio assignments and non-standard/ specialized valuations. Work towards pitching and winning assignments which include business development in existing and new bank panels/ portfolio, provide indicatives and bulk reconciliation. Review and work out standard of procedure/ workflow to meet the needs of the unit as and when. Maintain and build relationships with corporate clients and bankers. 	<ul style="list-style-type: none"> 5 days 8.30am-5.30pm (Mon to Thur) 8.30am – 6pm (fri) *1 hour meal break Full time / Contract & Permanent Location: 469001

Job Positions	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Conduct valuation assessment and write formal reports for all types of real estate properties, and any other ad-hoc projects that you may be required to undertake at the Company's discretion. Ad-hoc duties as assigned by the Director. Take accountability and ownership of Workplace Safety & Health (WSH) standards and outcomes in building up a Safety Culture. Cross-sell other teams' capabilities when the opportunity arises. <p>Job Requirement:</p> <ul style="list-style-type: none"> Recognised Degree related to real estate. Positive and high energetic individual who is result driven. Possess strong interpersonal skills. 	
Customer Service Officer	<p>Job Description:</p> <ul style="list-style-type: none"> Oversee all inspection services carried out by trained Answer incoming calls and respond to customer's emails. Provide accurate and timely information. Manage customers' complaints and feedback with good closure. Follow up on cases to ensure timely resolution. <p>Job Requirement:</p> <ul style="list-style-type: none"> Preferably NITEC or equivalent. Prior experience in Contact Centre or Customer Service. 	<ul style="list-style-type: none"> 5 days / part time 8hour rotation shifts / part time Project: A Work hours: 4pm to 11pm (Weekdays), 8am to 3pm (every Saturday) Work for 2 weekdays + 1 Saturday Work for 3 months contract, or more (renewable) Project: B Work hours: 9am to 6pm Work for 3 weekdays + 1 weekend Work for 3 months contract, or more (renewable)

#6 ENGIE SERVICES SINGAPORE PTE. LTD.

ENGIE Services Singapore is a leading provider of Integrated Facilities Management solutions (IFM), property management, operations and maintenance, specialized rail engineering works, sustainable solutions and FM Consultancy services. With a strong presence in various counties across Southeast Asia, we operate across mission-critical industries - aviation, transportation, healthcare, education, government and commercial.

ENGIE understands the integrated role of facility management and the value of it can be expanded beyond the traditional approach. As a total FM, specialized engineering and sustainable real estate solutions service provider, ENGIE offers a comprehensive range of technical, digital and support services customisable to best suit your unique needs.

Job Positions	Key Responsibilities	Working Hours / Location
M&E TO	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Lead a team of technicians for all facilities management related activities which include controlling and implementing operations. Attend and oversee Mechanical maintenance works. Investigate, analyze and determine the root cause for breakdowns and faults. Prepare and review reports. Monitor ad-hoc facilities projects to ensure on time delivery Attend and oversee Electrical maintenance works. Investigate, analyze and determine the root cause for breakdowns and faults. Prepare and review reports. Monitor ad-hoc facilities projects to ensure on time delivery. Perform any other tasks as and when required. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> Minimum Diploma in Electrical Engineering. 3 years relevant experience in Facilities Management. Accreditation by Energy Market Authority as Licensed Electrical Worker will be an advantage. Good communication skills, positive mindset and strong willingness to learn. Hardworking and able to multi-task. Have good documentation practice. Has a good safety mindset and displays good WSH behaviour. 	<ul style="list-style-type: none"> 5.5 days 8am to 5.30pm/ Alt Sat Full time / Permanent
Technician (M&E)	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Daily routine checks of M&E equipment (e.g.: ACMV system, Electrical system, cooling tower etc.). Night walk through inspection checklist (e.g.: perimeter checklist, water tank checklist, cooling tower checklist and water meter reading). Respond to all complaints promptly including part replacement (e.g.: tube replacement, water tape replacement etc.). Weekly and monthly maintenance of ACMV system (e.g.: wash the air-con filter, wash cooling tower etc.). Attend to preventive maintenance (e.g.: AHU belt replacement). Attend to fire alarm isolation if there is any request. Update all daily activities/preventive maintenance in the CMMS. <p><u>Job Requirement:</u></p>	<ul style="list-style-type: none"> 5.5 days 8am to 5.30pm/ Alt Sat Full time /Contract

Job Positions	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Minimum Nitec or higher Nitec in Aircon, Electrical, Mechanical, Building Services, or any other related field. Minimum 1 year in facility and/or building maintenance. For Electrical Technician, knowledge of electrical installation and has a good safety mindset and displays good WSH behaviour. 	
M&E Engineer	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Lead a team of technical officers and technicians for facilities management activities. Advice and lead the technical investigations for rectification works. Liaise with contractors for rectification works or ad-hoc jobs. Investigate, analyze and determine root cause and report breakdowns and faults effectively. Prepare technical reports on breakdowns and proposals. Carry out any other ad-hoc project, assignment, maintenance or repair work assigned. Ensure complete documentation of procedures and maintenance work. Plan and develop the technical officer skills. Assist the Facilities Manager in liaising with client for all works related to the system in-charge. Plan and execute the yearly maintenance schedule. Plan and execution of corrective or preventive maintenance programme. Implement efficiency improvement on the operational process, innovating and implementing systems improvement on energy Provide excellent service to meet client expectations. Achieve effective, economic and safe operations of all Electrical Services' equipment and system by the team of technical officers and technicians. Providing feasible solutions and coordinate with owners/users, consultants, vendors/contractors on engineering functional requirements and ensure the objectives are achieved. Conduct regular inspection of existing Electrical installation to ensure that all maintenance programmes are implemented effectively in strict compliance with instructions and guidelines. To ensure all work is carried out safely and / or in accordance with safety procedures. Any other tasks, when required by Facilities Manager. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> Candidate must have 3 years of related working experience in Mechanical/ Electrical maintenance work or Facilities Management. Strong building and M&E knowledge with hands-on experiences. Able to work independently and possess good interpersonal skills. Good communication skills both verbal and written. Pro-active, independent, able to work with minimal supervision and perform under pressure. Service orientated mind-set 	<ul style="list-style-type: none"> 5.5 days 8am to 5.30pm/Alt Sat Full time / Permanent

Job Positions	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none">• Possess high level of initiative and integrity.• Possess strong leadership quality, good planning and organizing ability.• Provide guidance and troubleshoot Electrical Services' faults.• LEW qualification is an added advantage Projects & Facilities Management/ Estate Management/ Engineering or Equivalent.	

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#7 Exceltec Property Management Pte Ltd

Exceltec Property Management incorporated in 1997, is an established property and facilities management company, providing one-stop property solutions in Singapore. These solutions cater to sectors such as commercial, retail and industrial and include core services such as property and asset management and integrated facilities management. Over the years, our company has shot up the ranking in the SME 1000. The ranking helps in credibility building raising visibility, benchmarking, and employee's motivation. Today, Exceltec is a dynamic firm that prides itself on its customer-centric and innovative approach to problems. The Company's strong ability to constantly innovate and adapt to tackle any curve ball that comes its way has enabled it to thrive.

Job Positions	Key Responsibilities	Working Hours / Location
Technician (Roving)	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Execute effective and careful evaluation in response to maintenance needs for assigned properties and facilities on locations. Maintain and ensure efficient operation of properties/facilities Responsible for routine preventive and emergency maintenance, repairs, and upkeep of facility Excellent Customer Service and good communication skills. Site-to-Site Travel required Key Responsibilities – • 1. Maintenance and Repairs - Perform routine tasks on HVAC, electrical, plumbing, and mechanical systems. Troubleshoot and diagnose equipment and system issues, including appliances where applicable. Execute repairs and replacements while adhering to safety standards • 2. Preventive Maintenance - Develop and implement comprehensive maintenance schedules. Conduct regular equipment inspections and address potential issues. • 3. Equipment Operation - Monitor critical systems like HVAC, fire detection, and security Respond promptly to alarms and alerts for safety • 4. Documentation - Maintain accurate records of maintenance activities and logs Create detailed reports on completed tasks • 5. Vendor Management - Coordinate with external service providers and evaluate their work • 6. Emergency Response - Maintain accurate records of maintenance activities and logs On-call coverage for emergencies after office hours, weekends, and holidays • 7. Energy Efficiency - Identify opportunities for energy-saving initiatives 8. Health and Safety - Adhere to safety guidelines and report hazards promptly. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Min. Higher Nitec or Diploma in Facilities Management related Prior experience in the facilities maintenance field with a minimum of 2 or more year's related job experience with basic carpentry, electrical, plumbing and overseeing capital improvement projects. • Valid Driving License, own reliable vehicle preferred. • Has a good safety mindset and displays good WSH behaviour. 	<ul style="list-style-type: none"> • 5.5 days • 8:30am-5pm (Mon to Fri) • 8:30am-1pm (Sat) • Full time/ Permanent • Location: 609601
Senior Fire Safety Manager	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • To oversee the general fire safety and maintenance of firefighting facilities for the assigned property, as well as the planning and execution of fire emergency procedures for the occupants. 	<ul style="list-style-type: none"> • 5.5 days • 9am-6pm (Mon to Fri) • 9am-1pm (Sat) • Full time/ Permanent • Location: 609601

Job Positions	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> To carry out routine inspections to exercise supervision over the maintenance of fire safety measures within the assigned property. To submit the annual report to the Fire Safety Bureau (FSB) for the renewal of fire certificate. To conduct monthly inspections and assist the Employer/Client in developing an effective Fire Safety Management Programme for the assigned property. To assist in the preventive maintenance of all fire protection systems provided in the assigned property is carried out by the vendors or their local agents. To ensure the occupants' load of any part of any building does not exceed the capacity prescribed under the fire code To check whether any fire hazard condition is found within the assigned property. To assist the Employer/Client in complying with all fire safety requirements and providing an emergency plan according to the Fire Safety Act. To assist the Employer/Client to ensure at all times that fire safety requirements contained in the fire emergency plan are complied with. To prepare and formulate a fire emergency plan for the assigned property and to assist the Employer/Client in organizing fire drills as regulated by the Fire Safety Act in order to ensure that all persons employed in or using the property or part thereof, are familiar with all means of escape in case of fire. To assist and train the site staff to co-ordinate and supervise the occupants in the property in firefighting and evacuation in the event of fire or other emergencies. To assist the Employer/Client to supervise and control the operation of fire command centre in the event of fire or other emergencies. To carry out such other duties as the Commissioner may require under the Fire Safety Act. <p>Job Requirement:</p> <ul style="list-style-type: none"> Other Advanced Diploma/Post Graduate Diploma qualifications or equivalent Certified SFSM. 	
Operations Executive - Environmental Cleaning Services	<p>Job Description:</p> <ul style="list-style-type: none"> Coordinate, assign and manage day-to-day operational activities Plan and deliver schedules e.g. utilizing available manpower and equipment etc. Maintain positive relationships with customers through a positive customer experience. Serve as liaison between customers and departments within the company. Prepare progress report and compile attendance for monthly submission. Prepare schedules for cleaners and schedule for periodic cleaning. Prepare quotation for ad hoc requests form client Record attendance and job completion forms. Attend weekly meetings in the office Experience in writing meetings minutes is a plus. 	<ul style="list-style-type: none"> 5.5 days 9am-6pm (Mon to Fri) 9am-1pm (Sat) Full time/ Permanent Location: 609601

Job Positions	Key Responsibilities	Working Hours / Location
	<u>Job Requirement:</u> <ul style="list-style-type: none"> 2 years of experience in the relevant industry will have an added. Good communication skills, both written and spoken. Team player, able to work independently with minimal supervision. 	
Electrical Engineering - LEW Grade 8	<u>Job Description:</u> <ul style="list-style-type: none"> Manage and lead a team of technical officers, supervisors, technicians and contractors in facility management and operation of assigned buildings/estates. Plan and execution of corrective or preventive maintenance programme. Implement efficiency improvement on the operational process, innovating and implementing systems improvement on energy conservation. Provide excellent service to meet client expectations. Achieve effective, economic and safe operations of all Electrical Services' equipment and system by the team of technical officers and technicians. Providing feasible solutions and coordinate with owners/users, consultants, vendors/contractors on engineering functional requirements and ensure the objectives are achieved. Conduct regular inspection of existing Electrical installation to ensure that all maintenance programmes are implemented effectively in strict compliance with instructions and guidelines. Ensure all work is carried out safely and / or in accordance with safety procedures. Support the operation of the projects. Ad-hoc duties as assigned. <u>Job Requirement:</u> <ul style="list-style-type: none"> Candidate must possess at least a Diploma in Engineering (Electrical) with more than 5 years of field experience or ITC/Nitec (Electrical) with more than 8 years field experience related in Electrical maintenance work or Facilities Management. Strong building and M&E knowledge hands-on experiences. Able to work independently and possess good interpersonal skills Good communication skills both verbal and written. Proactive, independent, able to work with minimal supervision and perform under pressure. Service orientated mind-set Possess high level of initiative and integrity. Possess strong leadership quality, good planning and organizing ability. Provide guidance and troubleshoot Electrical Services' faults. To possess a LEW Grade 8 qualification Has a good safety mindset and displays good WSH behaviour. 	<ul style="list-style-type: none"> 5.5 days 9am-6pm (Mon to Fri) 9am-1pm (Sat) Full time/ Permanent Location: 609601

Job Positions	Key Responsibilities	Working Hours / Location
Drafter (Project Engineer)	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Prepare CAD drawings, REVIT/BIM to support customer's project specifications and requirements Create drawings based on PDF, hand drawn or verbal instructions using AutoCAD to support customers' project requirements Calculate material requirements and liaise with internal team for accurate and timely material orders. • Prepare drawings and compile documentation for project submission. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Possess 3 years of proven experience in AutoCAD/REVIT/BIM, preferable in mechanical engineering field. • Possess excellent computer skills in AutoCAD software, BIM and MS Office (Excel, Powerpoint, Word & Project) Independent, team player with ability to multi-task. • Possess strong communication and organizational skills. 	<ul style="list-style-type: none"> • 5.5 days • 9am-6pm (Mon to Fri) • 9am-1pm (Sat) • Full time/ Permanent • Location: 609601
Cleaning Crew	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • General cleaning duties. Vacuuming, sweeping, and mopping floors of various types. • Dusting ceilings, light fittings, countertops, and loose furniture. • Scrubbing and sanitizing toilets, sinks and fixtures. • Emptying waste bins. Washing and drying windows. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • No formal qualification required Working days - Between 5 to 6 days. 	<ul style="list-style-type: none"> • 5 to 6 days • 9am-6pm (Mon to Fri) • 9am-1pm (Sat) • Full time/ Permanent • Location: 609601
Cleaning Supervisor	<p><u>Description:</u></p> <ul style="list-style-type: none"> • Check equipment condition. • Monitor the Service team. Coordinate and liaise with clients at work site. • Facilitate effective communication and engagement at the workplace. • Handle complaints and feedback from clients. Handle reassignment of tasks when needed. • Identify training needs for all soft-skill staff. Inspect work done daily. • Monitor and follow up on compliance with cleaning procedures, workplace safety and tender specifications. • Monitor cleaning material stock level and re-order materials, if required. • Provide help and guidance to immediate reports. • Submit report, if required. Any other ad hoc duties as and when required. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • 2 year experience in relevant industry will have an added advantage. • Good communication skills, both written and spoken. • Team player, able to work independently with minimal supervision. 	<ul style="list-style-type: none"> • 5.5 days • 9am-6pm (Mon to Fri) • 9am-1pm (Sat) • Full time/ Permanent • Location: 609601

Job Positions	Key Responsibilities	Working Hours / Location
IT Systems Engineer	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Job Summary - The IT System Engineer will be responsible for managing, maintaining, and enhancing our IT platforms and applications. This role requires a dynamic, resourceful individual with strong IT programming and database management skills. He/she will also need remote and onsite technical support to end-users, addressing hardware, software, and network issues to ensure the IT systems function well. <p>1. System Management and Maintenance: a. Maintenance (API/Web/Mobile): -</p> <ul style="list-style-type: none"> Regularly update IT platforms and applications to ensure compatibility with the latest operating system versions. Enhance performance and optimize existing features. <p>b. Security Patching:</p> <ul style="list-style-type: none"> Apply security patches timely to protect against vulnerabilities. Conduct regular security audits and compliance checks. <p>c. Bug Fixes and Troubleshooting:</p> <ul style="list-style-type: none"> Identify and resolve system bugs or operational issues. Dedicated support for troubleshooting issues. <p>d. Database Management:</p> <ul style="list-style-type: none"> Perform regular backups of application data to prevent loss. Perform database recovery in case of data loss or corruption. <p>e. Restoration of Web/Mobile Application:</p> <ul style="list-style-type: none"> Restore web and mobile applications in the event of service outage. <p>2. System Enhancement: a. Implementation of New Modules or Functionalities:</p> <ul style="list-style-type: none"> Develop and implement new system modules or functionalities as required. <p>b. Code Review, Refactor, and Optimization:</p> <ul style="list-style-type: none"> Conduct regular code reviews to identify and correct inefficiencies and security issues. Refactor code to improve functionality and maintainability. Ensure adherence to the latest coding standards for high-quality software. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> Minimally a Diploma in Information Technology, Software/Computer Engineering, or a related field. Knowledge and experience working on 3-tier system architecture, Express NodeJS, ReactJS, and Flutter. Familiarity with Amazon AWS services, such as EC2 and RDS. Strong problem-solving skills, able to troubleshoot complex technical issues. Strong communication skills, able to provide technical support to end-users with different levels of tech savviness. 	<ul style="list-style-type: none"> 5.5 days 9am-6pm (Mon to Fri) 9am-1pm (Sat) Full time/ Permanent Location: 609601

Job Positions	Key Responsibilities	Working Hours / Location
Property & WSH Coordinator	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Workplace Safety and Health (WSH), perform WSH activities such as risk assessment, safety inspection for office building, and conduct safety briefings. Assist in developing, implementing, monitoring, and reviewing WSH activities, systems, programmes, and databases to ensure it is up to date, in compliance with legal requirements and improve when necessary. Fulfilment of the assigned WSH KPIs and provide advice/guidance to staff, WSH champions, and WSH internal auditors Handle and be responsible for audits for various QHSE standards: ISO 9001, ISO 14001, and ISO 45001 Responsible for audit preparation documentation, internal and external audit, inspection matters, and product classification approvals not limited to ISO Management Systems ISO 9001:2015, ISO 45001:2018 bizSAFE, Risk Assessment, Safe Work Procedure (SWP) and Workplace Response, Fire Safety matters and SGSecure. Develop and promote effective environmental management systems in Company per ISO 14001 standards. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> ISO 9001 & 140001, OHSAS 45001 knowledge preferred Strong knowledge of WSH practices & local WSH statutory regulations. Proficient in Microsoft computer application skills. 	<ul style="list-style-type: none"> 5.5 days 9am-6pm (Mon to Fri) 9am-1pm (Sat) Full time/ Permanent Location: 609601
Team Manager (MCST)	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Lead a Team in HQ, managing multiple projects. Responsible to the Division Head for the business results of the team. Undertake continued development of the team in accordance with the approved business success plan. Source business for the company / division generally by client contact, networking with other Exceltec (XC) departments as well as general promotion of XC services. Undertake training and development of the people within the Team and promote an on-going career path for them within PAM. Provide leadership, managerial direction and personal encouragement to all employees within the Team, including guidance on all property management procedures. Responsible for the efficacy of complaints management within the Team. Liaise with existing building owners on property management performance, including the use of tenants and client surveys. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> Possess at least bachelor's degree in building/estate management, Facilities Management, or Engineering disciplines with Accredited. At least 8 - 12 years of working experience in related field, preferably with both managing agent and asset management experience Knowledge of MCST function and BMSMA an added advantage. 	<ul style="list-style-type: none"> 5.5 days 9am-6pm (Mon to Fri) 9am-1pm (Sat) Full time/ Permanent Location: 609601

Job Positions	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Good communication, Interpersonal, and Organisation Skills. • Knowledge of accounting, contracts administration, and statutory requirements Strong analytical skills, meticulous and able to work independently. • Excellent writing and oral skills. • Good computer literacy. • Able to handle pressure and handle multiple tasks. • Candidates with lesser years (less than 8 years) of relevant experience will be considered for (HQ). • Assistant Property Manager position. 	
Property Executive (MCST)	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Responsible for day-to-day operations. • Coordinate and supervise site staff and service providers for the maintenance of the estate. • Attend to residents' feedback and enquiries. • Coordinate and attend the Council meetings and general meetings. • Administration and management of contracts. • Handle any ad-hoc duties as required Knowledge of BMSMA. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Diploma/WSQ Diploma in real estate management, business administration, or a related field. • 	<ul style="list-style-type: none"> • 5.5 days • 9am-6pm (Mon to Fri) • 9am-1pm (Sat) • Full time/ Permanent • Location: 609601
Administrative Assistant/Officer	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Responsibilities Responsible for day-to-day operations. • Provide administrative support in the areas of documentation, data entry, filing, reports for operations. • Procurement and issuance of proforma invoice • Negotiation with current and new vendors. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Min GCE 'O' Level 1 to 2 years of admin support experience. • Good Customer Service Skills. • Proficient in MS Excel and Word. • Able to multi-task, meticulous and independent Able to start work on short notice. 	<ul style="list-style-type: none"> • 5.5 days • 9am-6pm (Mon to Fri) • 9am-1pm (Sat) • Full time/ Permanent • Location: 609601
Accounts Officer/Executive	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Responsible for the full set of accounts of multiple clients and other matters relating to the respective set of accounts. • Ensure accounts are closed on time and according to the agreed date for submission to clients for the monthly meeting. • Ensure accounting records and treatment comply with SOP and Accounting Standards General billing to be sent to sub-proprietors and relevant parties within the stipulated timeline. • Timely update of receipts to send monthly statements and reminders to sub-proprietor within deadlines. <p><u>Job Requirement:</u></p>	<ul style="list-style-type: none"> • 5 days • 9am-6pm (Mon to Fri) • 9am-1pm (Sat) • Full time/ Permanent • Location: 609601

Job Positions	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Candidate must possess at least a Diploma, Advance/Higher/Graduate Diploma in Accountancy or equivalent. • At least 3-5 years of working experience in the related field is required for this position. • Able to multi-task and work under pressure with sometimes tight reporting timelines. • Proficient in MS Office, especially Excel and other related IT programs. • Willingness to learn with a pleasant disposition. • A team player who is meticulous, self-motivated, and independent with a strong sense of responsibility. 	
Condominium / Building Manager (MCST)	<p><u>Job Description:</u> We are looking for a Condominium Manager to manage and upkeep the condominium units and grounds maintenance effectively. The incumbent is responsible for preserving the good condition of the infrastructure so that they are safe, maintained, and functioning.</p> <ul style="list-style-type: none"> • Fully responsible for the day-to-day operation of the complex / building, ensuring all facilities are fully operational at all times. • Schedule, coordinate and supervise all maintenance functions to the highest standard expected for the client and the subsidiary proprietors. • Plan, coordinate and facilitate council meetings and Annual General meetings. Prepare Minutes of Council Meetings. • Manage and supervise all maintenance and administrative staff assigned to the complex/building. • Manage and review all vendor contracts, agreements and insurance 2 months before their expiry and recommend renewal or call for quotation/ tender. • Ensure all contract work/ routine servicing is carried out accordingly as specified in their contract's agreement. • Maintain continuous contact and communication with vendor contractors, clients and staff. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • 3-5 years' experience in condominium/complex. • Preferably possess an Estate Management Diploma and familiarity with BMSMA/Certificate in Strata Property Management. • Strong communication and negotiation skills Exhibit organizational and leadership skills. • Well organize and optimize cost, space, and equipment while working within the budgeted operational costs. • Able to handle pressure, multiple tasks, prioritize and manage time effectively. • Able to handle all levels of people with a customer service-oriented mindset. 	<ul style="list-style-type: none"> • 5.5 days • 9am-6pm (Mon to Fri) • 9am-1pm (Sat) • Full time/ Permanent • Location: 609601
Assistant/Facilities Manager	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Ensure that a building or facility is properly maintained, operated, and managed. • Oversee maintenance and repair work. • Manage operating budgets and resources. 	<ul style="list-style-type: none"> • 5.5 days • 9am-6pm (Mon to Fri) • 9am-1pm (Sat) • Full time/ Permanent • Location: 609601

Job Positions	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Ensure compliance with safety and environmental regulations. Manage staff and contractors. Coordinate with other departments and stakeholders, and plan and implement facility improvements. Possess strong organizational and leadership skills. Solid understanding of building systems and maintenance procedures and the ability to manage multiple projects and priorities simultaneously. Experiences in a variety of settings, including office buildings, hospitals, schools, and government buildings, are preferred. <p>Job Requirement:</p> <ul style="list-style-type: none"> Relevant bachelor's degree holder in Electrical/Mechanical Engineering, or equivalent Minimum 3 years of experience in related field or equivalent. 	
Facilities Engineer (Mechanical Electrical)	<p>Job Description: The duties of the Facilities Engineer shall include but not be limited to the followings:</p> <ul style="list-style-type: none"> Review proposed M&E systems design by considering design for maintainability, design for safety and SDC operational needs based on different building types. At the building commissioning stage, attend training sessions and understand the operations of the various M&E systems. To attend the testing & commissioning of each M&E system Able to perform chiller system fault detection and diagnosis. Conduct physical site surveys using a variety of equipment and tools. Prepare sketches and notes and perform electronic data collection. Coordinate field staff and process field data Interface with C&S engineers, M&E engineers, architects, landscape architects, specialist vendors, and general vendors. Verify the accuracy of data, including measurements and calculations conducted at the Property Research testing and commissioning evidence, including maps, physical evidence, and other records to obtain data needed for building systems and equipment condition appraisal. Prepare site documents and present findings to SDC. Preparation of strategic facility management plan for the next five (5) years. Preparation of operation manuals for the FM team Develop an energy and sustainability framework for the building. Preparation of business continuity plans for the building owner and Resilience studies. <p>Job Requirement:</p> <ul style="list-style-type: none"> Minimum a Mechanical Engineering Degree or Electrical Engineering Degree from a recognized tertiary establishment. 5 years of experience in M&E Facilities operations at large-scale development (>50,000 sqm). 	<ul style="list-style-type: none"> 5.5 days 9am-6pm (Mon to Fri) 9am-1pm (Sat) Full time/ Permanent Location: 609601

Job Positions	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Experience in managing M&E upgrading and retrofitting works, installation of new M&E systems, as well as testing & commissioning work with the ability to respond and investigate the cause of system fault and failure for major M&E equipment such as ACMV, Fire Protection systems, HT, LT, ELV, and the BMS System. 	
Building Technical Officer	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Review and/or undertake preventive and corrective maintenance to ensure adherence to quality standards and procedures. Lead technical investigation in response to fault calls. Review documentation on procedures and schedules of maintenance works. Track consumable and non-consumable items. Review risk assessments in accordance with regulatory and organizational. Workplace Safety and Health (WSH) policies and Quality and Environmental Management System (EMS) standards and their practices. Engage in continuous improvement initiatives to improve time, cost, and quality management. Support the use of the latest smart facilities management trends or technologies. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> Diploma; Higher NITEC or NITEC in Mechanical Engineering, Electrical Engineering, Facilities Management, or equivalent. Minimum 3 years' experience in related ACMV, Audio Visual, BMS, Building, Electrical, Mechanical, or equivalent work. General competence in the use of computers. Capable in English writing and reporting. 	<ul style="list-style-type: none"> 5.5 days 9am-6pm (Mon to Fri) 9am-1pm (Sat) Full time/ Permanent Location: 609601
Supervisor/Senior Supervisor (M&E)	<p><u>Description:</u></p> <ul style="list-style-type: none"> Perform preventive and corrective maintenance works according to quality standards and procedures. Conduct technical investigations in response to faulty calls. Provide summary reports on preventive and corrective maintenance works Comply with regulatory and organizational. Workplace Safety and Health (WSH) policies and practices. Report accidents, near misses and incidents in accordance with WSH reporting practices. Ensure compliance with Quality and Environmental Management System (QEMS) standards and practices, Environmental Sustainability regulations and organisational requirements. Engage in continuous improvement initiatives to improve time, cost and quality management. Support the use of the latest smart facilities management trends or technologies <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> Higher NITEC or NITEC in Mechanical Engineering, Facilities Management, or equivalent. Minimum 3 years of related experience. General competence in the use of computers. 	<ul style="list-style-type: none"> 5.5 days 9am-6pm (Mon to Fri) 9am-1pm (Sat) Full time/ Permanent Location: 609601

Job Positions	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Capable of English writing and reporting. 	
Property Officer (MCST)	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Manage and maintain the property in a clean and tenable condition. Implement Routine and Preventive Maintenance for the properties. Supervise and ensure that all types of routines and ad-hoc repair works routines and ad-hoc repair works undertaken by the term contractors are carried out according to the Contract Inspect the properties according to inspection schedule for environmental health, safety concerns and advise rectification method. Submit monthly reports on any misuse of properties. Attend to all complaints/feedback, incidents and crisis situations and submit incident report. Coordinate, attend meetings and/or inspections and follow-up with Authorities/Departments and services providers. Manage and Maintain the M&E services and equipment in the properties. Recommend and seek approval from client for all repair/replacement work. Collate and maintain all utilities and data of the properties. Conduct fire safety management according to SCDF requirement (if required). Any other duties assigned by immediate Manager. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> Diploma in Building/Facilities Management/Building Services/Engineering, or relevant working experience. minimum 2 years of relevant working experience in MCST. Good communication skills, both written and spoken. Team players, able to work independently with minimal supervision. Knowledge in BMSMA will have an added advantage. 	<ul style="list-style-type: none"> 5.5 days 9am-6pm (Mon to Fri) 9am-1pm (Sat) Full time/ Permanent Location: 609601
Quantity Surveyor	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Responsible for quantity take-off and cost estimation. Preparation of tender submission with specific deadline Source, negotiate and award of contracts to vendors. Responsible for material order processing and cost control Evaluate and process vendors claims Prepare progress claims for submission in a timely manner. Finalise project accounts with clients and vendors Any other duties as assigned by Contracts Director / Manager Experience in pre & post contract administration Prepare cost submission / pricing / quantity take off / cost evaluation. Be meticulous, analytical with excellent problem-solving skills, proactive, a good team player & able to meet tight deadlines. Able to carry out procurement and cost management processes. Source for subcontractors and suppliers <p><u>Job Requirement:</u></p>	<ul style="list-style-type: none"> 5.5 days 9am-6pm (Mon to Fri) 9am-1pm (Sat) Full time/ Contract Location: 609601

Job Positions	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Degree/Diploma in Building/Quantity Surveying. Able to work independently. At least 3 years of working experience in building/quantity surveying experience. Able to work well under pressure and under minimal supervision. Pro-active attitude. 	
Technician/Senior Technician (Electrical/M&E)	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Perform preventive and corrective maintenance works according to quality standards and procedures. Conduct technical investigations in response to fault calls. Provide summary reports on preventive and corrective maintenance works Comply with regulatory and organisational Workplace Safety and Health (WSH) policies. Ensure compliance with Quality and Environmental Sustainability regulatory and organisational requirements. Engage in continuous improvement initiatives to improve time, cost and quality management. Support the use of the latest smart facilities management trends or technologies. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> Higher NITEC or NITEC in Mechanical Engineering, Electrical Engineering, Facilities Management, or equivalent. Min 2-3 years of related experience. General competency in the use of computer; and Capable in English writing and reporting 	<ul style="list-style-type: none"> 5.5 days 9am-6pm (Mon to Fri) 9am-1pm (Sat) Full time/ Permanent Location: 609601
Facilities/Building Manager	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Develop quality standards and procedures for preventive and corrective maintenance work. Formulate plans to improve facility operations and establish incident response procedures. Evaluate the services provided by third parties against contractual terms and scope of work. Maintain trust and rapport with users through consistency in service standards. Evaluate technical reports and progress reports to propose recommendations. Review tender specifications and risks in bidding and evaluate quotations from third-party service providers. Review subcontractor maintenance contracts, Service Level Agreements (SLA) and budget plans Cascades organisational Workplace Safety and Health (WSH) practices and Quality and Environmental Management System (QEMS) standards and sustainability guidelines according to the organisation's green building strategy. Deploy resources to support operations and identify recruitment needs and areas for technical and business management training and development to ensure the achievement of performance metrics. Analyses the viability of proposed continuous improvement initiatives to improve time, cost and quality. Implement the latest smart facilities management trends and technologies 	<ul style="list-style-type: none"> 5.5 days 9am-6pm (Mon to Fri) 9am-1pm (Sat) Full time/ Permanent Location: 609601

Job Positions	Key Responsibilities	Working Hours / Location
	<u>Job Requirement:</u> <ul style="list-style-type: none"> Relevant bachelor's degree holder in Architecture or Engineering or Facilities Management or equivalent. Minimum 2 years of post-degree experience in related Facility Management or equivalent. Preferably Certified Fire Safety Manager by SCDF/equivalent. LEW7 or LEW8 licence will be a plus. 	
Property/Facilities Executive (FM)	<u>Job Description:</u> <ul style="list-style-type: none"> The duties of the Property Executive shall include but not limited to the following: Supervise workers on maintenance matters, service facilities, conservancy work and others Manage the day-to-day permit to work system. Manage emergency and ad-hoc repairs, breakdowns, and troubleshooting. Provide technical support and attendance where necessary and act as an authorised person. Manage and act as the coordination point between the Main Contractor and the client. Manage customer service-related issues, ensure proper response and action items with customers (any tenants or members of public) are closed in a timely and professional manner. Co-ordinate, manage and monitor all corrective and preventive maintenance programmes. Attend to complaints and feedback from tenants. Investigate and report tenancy infringements by tenants. Assist in all surveys required by the client. Attend to any other matter as assigned from time to time. <u>Job Requirement:</u> <ul style="list-style-type: none"> Minimum Diploma in Building or Facilities disciplines from a recognized tertiary establishment (with M&E background is preferred). At least 3 years of relevant working experience. 	<ul style="list-style-type: none"> 5.5 days 9am-6pm (Mon to Fri) 9am-1pm (Sat) Full time/ Permanent Location: 609601
Helpdesk Officer	<u>Job Description:</u> <ul style="list-style-type: none"> Operate a Help Desk to manage all issues relating to facilities feedback, service requests, and any other issues. Manned facilities for receiving, logging, tracking and responding appropriately to user requests or feedback that are received via phone, e-mail and other communication platforms (e.g., WhatsApp/Telegram/Chatbot). They shall act as the first line of response to channel urgent feedback, faults, defects, breakdowns, repairs and damages to the relevant maintenance staff. They will inform the user of the outcome and actions taken to rectify the problem as a form of closure to each feedback. They shall close the feedback loop with all users on the status of issues raised to the maintenance teams in relation but not limited to, the following matters: (a) All queries and requests relating to services and events support; (b) Notification of faults and complaints relating to the services from clients and members of the public; (c) Requests for temporary changes to the delivery and scope of services; (d) Notification and responding to emergency 	<ul style="list-style-type: none"> 5.5 days Shift / Average 44 hours/week Full time/ Permanent Location: 609601

Job Positions	Key Responsibilities	Working Hours / Location
	<p>calls;(e) Monitoring of alarms; (f) Update of progress regarding any fault notified to the Helpdesk; and(g) All other issues raised by users.</p> <ul style="list-style-type: none"> • They shall maintain and upkeep all faults/defects reported into the CMMS, phone calls, emails etc, and ensure that reported faults are being channel to the staff for immediate response and follow-up. • They shall categories the feedback based on the KPIs and inform the urgency of the matter to relevant contractors/maintenance staff. • They shall prepare monthly reports for racking suggestions, complaints, breakdowns, etc., received together with their resolve status. <p>Job Requirement:</p> <ul style="list-style-type: none"> • Min GCE 'O' Level 1 years of admin support experience. • Good Customer Service Skills. • Proficient in MS Excel and Word Able to multi-task, meticulous and independent. • Able to start work at short notice. 	

#8 EM Services Pte Ltd

A joint venture between the Housing & Development Board and Keppel Land Limited, EM Services came into existence in 1988 and today, is one of Singapore's largest estate and property management company with a suite of services across residential, commercial & industrial properties and also student accommodation.

Job Positions	Key Responsibilities	Working Hours / Location
Senior Finance Admin Assistant	<p>Job Description:</p> <ul style="list-style-type: none"> Perform counter duties on a rotation basis (e.g., collection of payments, attending to resident enquiries, etc.). Perform accounting duties such as bank reconciliation, A/R, A/P, invoicing, data entry, invoicing, etc. Handle general administrative duties. Assist in preparing monthly reports, perform day-end closing, prepare payment vouchers & reminder notices. <p>Job Requirement:</p> <ul style="list-style-type: none"> Nitec/Higher Nitec/Diploma in Accounting. Have a positive working attitude, proactive and meticulous. Proficiency in Microsoft Office (Word and Excel). Good communication and interpersonal skills. Minimum 1 year of relevant accounting work experience preferred. Half working Saturday once every 3 weeks. 	<ul style="list-style-type: none"> 5 days 8am - 5pm Full Time/Perm Location: 159309
Finance & Audit Manager	<p>Job Description:</p> <ul style="list-style-type: none"> Manage end-to-end audit cycle for multiple audit assignments, including outsourced auditors for complex audit projects. Lead the planning of assigned internal audit project and design audit program and audit tests to ascertain the state of internal controls and compliance with corporate policies, guidelines, and regulatory requirements. Provide guidance to the audit team to conduct review of key internal control procedures, risk and control matrix including data analytics, and complete the audit project in a timely manner while maintaining audit quality to provide independent assurance. Ensure proper audit evidence are obtained and audit documentation are carried out in accordance with internal audit standards. Evaluate the adequacy and effectiveness of business process to identify key risk areas and gaps / weaknesses/deficiencies in internal control and non-compliance with policies and procedures and regulatory requirements. Recommend business focused solutions to mitigate risks, improve internal controls, risk management and governance processes, and enhance the effectiveness and efficiency of operations. Maintain proper documentation of findings and follow up closely with the business units to ensure prompt and substantive resolutions of audit issue for reporting to the Audit Committee. Ensure concise and comprehensive audit reports are submitted for review and conduct presentation to the Management, the Audit Committee, and the Board of Directors. 	<ul style="list-style-type: none"> 5 days 8am -- 5pm Full Time/Perm Location: 159309

Job Positions	Key Responsibilities	Working Hours / Location
	<p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Bachelor's degree / Diploma in Accountancy or equivalent from a recognised university or relevant professional qualification. • At least three years of audit experience • Proficiency in Microsoft Office applications (i.e. Word, Excel and Powerpoint). Knowledge in tableau or other data analytics tools (e.g. ACL, IDEA, Power BI, etc) will be an advantage. • Good organisational and interpersonal skills with the ability to interact effectively with multi-disciplinary colleagues at all levels. • Strong problem solving and analytical skills with high attention to details. • Ability to exercise objective judgement with strong logical and critical thinking skills. • Self-motivated team player with continuous learning attitude, sharing knowledge and ideas within Internal Audit. • Positive work attitude, with high level of commitment and initiative. • Good verbal and written business communications with strong report writing and presentation skills. • Ability to work independently with minimal supervision in a fast paced and dynamic environment. • Proactive and adaptable to changing priorities and different challenges. • Ability to maintain and ensure confidentiality. • Maintain a high level of integrity and professional standards. 	
Public Relations Manager / Executive	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Support the Strategic Communications & Public Relations Team to develop communications content and publicity deliverables. • Work with community partners and other government agencies to curate content and organise community outreach initiatives. • Support the curation and management of content for social media and estate publicity. • Support digital media productions and webinars for townhall meetings. • Track daily news outlets. • Attend to feedback and incidents, when necessary. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Diploma / Degree in Mass Communications / Digital Media Production / Marketing or other equivalent educational qualifications. • Good knowledge in sustainability & green practices is a plus. • Good copywriting skills with strong command of written and spoken English. • Fluent in a 2nd language. • Knowledge of design and editing softwares (eg. Canva / Photoshop / Illustrator / InDesign / Premiere Pro / iMovie. • Knowledge of photography and videography. 	<ul style="list-style-type: none"> • 5 days • 8am- 5pm • Full Time/Perm • Location: 159309

Job Positions	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Good understanding of SEO/SEM, digital marketing tools and social media platforms. • Good understanding of social media trends and current affairs. • A good team player. 	
Internal Audit Associate / Manager / Senior Manager (Business Audits)	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Manage end-to-end audit cycle for multiple audit assignments, including outsourced auditors for complex audit projects. • Lead the planning of assigned internal audit project and design audit program and audit tests to ascertain the state of internal controls and compliance with corporate policies, guidelines and regulatory requirements. • Provide guidance to the audit team to conduct a review of key internal control procedures, risk and control matrix including data analytics, and complete the audit project in a timely manner while maintaining audit quality to provide independent assurance. • Ensure proper audit evidence is obtained and audit documentation are carried out in accordance with internal audit standards. • Evaluate the adequacy and effectiveness of business process to identify key risk areas and gaps / weaknesses/deficiencies in internal control and non-compliance with policies and procedures and regulatory requirements. • Recommend business focused solutions to mitigate risks, improve internal controls, risk management and governance processes, and enhance the effectiveness and efficiency of operations. Maintain proper documentation of findings and follow up closely with the business units to ensure prompt and substantive resolutions of audit issue for reporting to the Audit Committee. • Ensure concise and comprehensive audit reports are submitted for review and conduct presentation to the Management, the Audit Committee and the Board of Directors. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Degree in Accountancy/ACCA or professional CA qualification with CIA certification. CISA or CFE certification would be an advantage. • At least 6 years of experience in internal audit, preferably in the construction or engineering services industry with exposure in Big 4 accounting firms. • Proficiency in the use of data analytics tools (e.g. ACL, IDEA, Power BI, tableau, etc). • Self-driven individual who is adaptable to changing priorities and different challenges and thrives in a fast paced and dynamic environment. • Good interpersonal and collaborative skills with ability to exercise objective judgement. • Ability to influence and interact with confidence and develop trusted relationships with key stakeholders, management and multi-disciplinary staff across different levels. 	<ul style="list-style-type: none"> • 5 days • 8:30am - 6pm • Full Time/Perm • Location: 159309

Job Positions	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Strong communication (verbal and written) and good report writing and presentation skills with strong problem-solving and logical thinking skills. Meticulous and resourceful with a high level of commitment and initiative. Possess the passion to lead by example with strong organisational and critical thinking skills. Ability to work effectively as a team player/leader, with excellent analytical and the requisite managerial skills to manage detailed/technical work without losing sight of 'big picture' issues. Maintain high level of integrity and professional standards with continuous professional development. 	
Officer (Learning & Development)	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Assists and supports business development activities by executing marketing activities. Enjoys working in a team environment and interacts proactively with various internal and external stakeholders. Is eager to serve others, has excellent organizing and administrative skills Typically works in an office environment and often interacts with digital systems. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> Proficient in MS Office applications and familiar with digitalized learning systems. Minimum 1-year related experience. Being Familiar with training and administrative policies (WSQ framework, Training Partners Gateway) will be an added advantage. Meticulous, systematic, and organised team player. Good interpersonal and communication skills. Excellent team player and is able to work independently with minimum supervision. 	<ul style="list-style-type: none"> 5 days 8:30am - 6pm Full Time/Perm Location: 159309
Property Officer	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Carry out estate inspection, identify building defects and supervise maintenance and improvement works. Attend to residents/tenants' enquiries, monitor contractors' performance and manage arrear cases. Working with grassroot leaders on maintenance issues and to organize activities Any ad hoc duties as assigned by the supervisor. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> Candidate must possess at least a Professional Certificate/NiTEC, Diploma, Advanced/Higher/Graduate Diploma, Property Development/Real Estate Management or equivalent. Diploma in Building / Facilities Management / Real Estate Business / Intelligent building. Non-Diploma holders are required to have at least 3 years' experience in Facilities Management (minimally Nitec) Entry-level candidates with relevant Diploma are welcome to apply. Able to work under pressure and willing to do overtime. 	<ul style="list-style-type: none"> 5.25 days 8am - 5pm Full Time/Perm Location: 160201

Job Positions	Key Responsibilities	Working Hours / Location
Property Manager	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Oversee the team in management and maintenance of buildings and common properties. • Administer tenancy/ lease related matters. • Managing yearly budgets and doing presentations. • Work closely with councillors, residents, grassroots organisations, and relevant government agencies. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Degree in Building Services / Facilities Management / Real Estate. • Business or other building-related degree Entry level candidates with relevant qualification welcome to apply. • Candidates with more years of relevant positions will be considered for a senior role. • Must be a team player with high integrity, leadership, problem solving and interpersonal skills. • Able to work under pressure and tight deadlines. 	<ul style="list-style-type: none"> • 5.25 days • 8am - 5pm • Full Time/Perm • Location: 160201
Project Manager	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Conduct feasibility study and site survey to determine the scope of the project. • Oversee tender management including preparing tender document, conducting tender / quotation / pre-qualification exercises, evaluate tenders and recommend selection of contractors. • Lead the project team in the execution of Repairs & Redecoration, reroofing and Additions & Alterations projects. • Carry out periodic site inspections. • Oversee budget & cost control for projects. • Manage of Contractors & Consultants. • Other duties as assigned from time to time. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Has relevant tertiary or professional qualifications or Diploma in Building/ Quantity Surveying / Building Management & Maintenance / Construction Management / Structural & Civil Engineering. • Preferably with at least 2 years of relevant experience in handling building/ maintenance related projects from inception to completion. • Have a good understanding of WSHA. • Proficient in Microsoft Word, Excel, Powerpoint and Microsoft Project. • Has effective communication & negotiation skills. • Able to multitask and manage time efficiently. 	<ul style="list-style-type: none"> • 5 days • 8am - 5pm • Full Time/Contract • Location: 160201
Project Executive	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Carry out site supervision in compliance with contracts specifications and drawings for Addition & Alteration, Repair & Redecoration and Reroofing Works. • Handle contract administration duties pertaining to projects supervised. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Diploma in Building / Quantity Surveying / Construction Management / Civil Engineering / NCCS or related. 	<ul style="list-style-type: none"> • 5.25 days • 8am - 5pm • Full Time/Contract • Location: 160201

Job Positions	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Candidate with Resident Technical Officer Certification preferred. • Min. 2 years of related work experience. 	
QA Officer	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Extract listing of works orders from TCMS (HCL) and select samples for QA review. • Verify validity and compliance of submitted samples with contract documents. • Conduct site inspection with the respective property officers and verify works against specifications / measurements in the corresponding works order for accuracy, compliance and ensure no duplication of works. • Document work is done and discussed findings with QA Manager and ensure all items in the works order have been duly reviewed or otherwise explained. • Provide clarification or additional information at the Closing Meeting to aid discussion or as response to a query. • Carry out follow-up review of remedial actions taken. • Checking of works order reports generated by the system for compliance. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Diploma in Facilities Management, Civil Engineering or Real Estate. • Preferably 2 to 3 years of relevant working experience. • Candidate to possess specific knowledge relating to building services, maintenance & repairs. • Strong interpersonal, communication and writing skills. • Positive attitude and ability to work independently and in a team. 	<ul style="list-style-type: none"> • 5 days • 8am - 5pm • Full Time/Perm • Location: 160201
Data Engineer	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Integrate structured and unstructured data into reporting and BI platforms. • Design, implement, and optimize data pipelines, ETL processes, and reusable datasets. • Ensure data security, privacy, and quality, with a focus on continuous improvement. • Develop SQL queries, dashboards, and automate data flows to support business needs. • Troubleshoot data issues and collaborate across IT and business teams. • Maintain scripts in source code repositories and evaluate data integration tools. • Partner with end users to gather requirements, test solutions, and deliver results. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Bachelor's degree in computer science, Software Engineering, or a related field. • Strong experience in RDBMS design, SQL programming, and ETL processes. • Proficiency with Microsoft SQL Server, SSIS, SSRS, and Excel; familiarity with other databases and BI tools is a plus. 	<ul style="list-style-type: none"> • 5 days • 8am-5pm • Full Time/Contract • Location: 160201

Job Positions	Key Responsibilities	Working Hours / Location
	<p>Expertise in data retrieval and cleansing using scripting languages, REST/SOAP APIs, and RPA tools like UiPath and Power Automate.</p> <ul style="list-style-type: none"> • Skilled in Microsoft Power Platform (Power Apps, Power Automate, Power BI, Power Virtual Agent) with experience in workflow design and operating models. • Competence in creating data visualizations, reports, and dashboards using Power BI or similar tools. • Experience with programming and developing business applications using Microsoft .Net or open-source platforms is an advantage. • Strong communication, project management, and interpersonal skills, with the ability to influence and collaborate effectively. 	
Technicians (EMSU)	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Rescue trapped residents inside faulty lift. • Attend to power trips within the Town Councils' common areas and HDB blocks. • Replace faulty light fittings and electrical components. • Attend to water leakages and chokes within the Town Councils' common areas and HDB blocks. • Replace faulty sanitary fittings. • Turn on water and electrical supply for funerals and events at the Town council's common areas. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • NITEC or Higher NITEC in Electrical/Mechanical Engineering or Built Environment. • At least 2 years' experience in performing Lift Rescue operations. • At least 2 years' experience in electrical and sanitary tradesmen works. • Able to perform simple electrical troubleshooting, components replacement works. • Able to perform plumbing works e.g., clear chokes, check water pump system and sanitary fittings. • Possess at least a class 2 or 3 license. • Willing to perform shift work and standby duties. • Preferably, owns a personal motorcycle. Transportation allowance will be provided. • Self motivated with good communication skills. 	<ul style="list-style-type: none"> • 5 days • Shift • Full Time/Contract • Location: 159309
Customer Service Officer	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Handle calls and emails promptly by providing accurate and timely information, alternatives and solutions to customers on relevant products and services. • Respond to customers' queries and concerns with the aim of achieving first call resolution satisfactorily. • Depending on the projects assigned, candidates may be required to perform cross selling and upselling of products and services to existing customers and prospects. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Minimally GCE 'O' Level / GCE 'A' Level certificate / NITEC graduate or equivalent. • Able to communicate fluently in English and at least one other language to attend to non-English speaking customers. 	<ul style="list-style-type: none"> • 5 days • Shift • Full Time/Contract • Location: 159309

Job Positions	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Prior experience in a call centre environment is preferred. • Candidates with prior customer service experience in other businesses and operations may be considered as well. • Possesses a customer service mind set and is able to empathise with customers and quickly grasp the issues they're facing. • Curious and excited by the challenge of solving both simple and difficult problems for customers. • *Candidates who are open to perform rotating shift work is preferred (Daily shift Allowance is payable) 	
Lift Technician (Testing & Inspection)	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • LIFT MAINTENANCE – Carry out lift testing, lift routing servicing, maintenance, night standby, replacement of lift parts and repair works. • Attend to lift complaints. • LIFT INSPECTION/ LOAD TESTING – Carry out lift inspection, annual and 5-year load testing, attend to lift related complaints, checking and certification of part replace by lift companies, etc. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • NITEC in Building /Engineering or related. • Able to use email/excel. • Preferably with some work experience in repair and maintenance works • Possess motorcycle license and with personal vehicle. • Willing to perform overnight standby to attend to emergency calls. 	<ul style="list-style-type: none"> • 5 days • 8am - 5pm • Full Time/Perm • Location: 159309
Engineer (Lift Monitoring Device Unit)	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Maintain remote monitoring device. • Carry out testing and monitor the performance of system. • Troubleshooting on defect/complaint at site. • Replacement of faulty PCB / system. • Joint inspection with contractor / consultant to resolve problems. • Supervise projects and other duties from time to time. • Update monthly report and assist on progress claims. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Diploma / Degree in electrical & electronic related field. • Minimum 12 years of experience in electrical & electronic field. • Knowledge in troubleshooting of system. • Basic computer knowledge, know to use MS Word and Excel. • Independent and versatile. • Good interpersonal skills. • Comfortable with travelling. 	<ul style="list-style-type: none"> • 5 days • 8am - 5pm • Full Time/Perm • Location: 159309
Lift Technician (Maintenance)	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Conduct regular inspections and preventive maintenance of elevators and escalators according to the planned schedule from the supervisor. • Identify and resolve technical issues and malfunctions in a timely manner. • Perform repairs and component replacements to restore equipment functionality. 	<ul style="list-style-type: none"> • 5 days • 8am -5pm • Full Time/Perm • Location: 159309

Job Positions	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Conduct tests and adjustments to optimize lift performance and safety features. Keep accurate records of maintenance and repair work performed. Stay updated with industry regulations and technological advancements in lift systems. Collaborate with a team of technicians and provide guidance as required. Respond to service calls and emergencies promptly. Ensure compliance with safety regulations and maintain a safe working environment. Perform other duties as assigned by the supervisor. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> NITEC equivalent qualification. Relevant certification or diploma in lift engineering or a related field is preferred. Proven experience as a Lift Technician, with a strong understanding of lift systems and their components. Indepth knowledge of lift installation, maintenance, and repair techniques. Familiarity with lift control systems, electrical wiring, and hydraulic systems. Ability to read and interpret technical diagrams, blueprints, and manuals. Strong problem solving and troubleshooting skills. Excellent attention to detail and a commitment to quality workmanship. Good physical stamina and the ability to work at heights. Excellent communication and interpersonal skills. A valid driver's license (motorbike) and be able to carry out call back operation. Able to carry out overtime as required. Candidates with experience in the Lift industry are encouraged to apply. On Job Training will be provided. 	
ACMV Technician	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Service and maintain different types/brands of AC systems, not excluding DX, VRF/VRV and AHU systems. Service and maintain different types/brands of mechanical ventilations system. Install single/multisplit ac systems including piping works. Carry out troubleshooting works and propose repair works. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> Candidates with experience in servicing and maintaining chillers systems and cooling towers. Preferably possess class 2B and/or 3 license / both. Possess own transport will be a plus. Able to be on standby and attend breakdown calls after office hours. Minimum 2 years in ACMV/Building maintenance. Recognized trade certificate for ACMV. 	<ul style="list-style-type: none"> 5.5 days 8am - 5pm Full Time/Perm Location: 159309

#9 Jardine Engineering Singapore

Jardine Engineering Corporation (JEC), a member of the Jardine Matheson Group is one of Asia's leading providers of engineering expertise, technical services and project management services. Established in 1923, JEC today has over 4,000 staff in the region.

In Singapore, JEC was established in 1998 to provide engineering services & provide round the clock M&E Facilities Management services to our clients. Besides M&E Facility Management, JEC Singapore also provides E&M Equipment & Contracting and Architectural Products & Fit-Out Services.

Job Positions	Key Responsibilities	Working Hours / Location
Technician, Facilities Management	<p>Job Description:</p> <ul style="list-style-type: none"> The Facilities Technician ensures that facilities are safe and functional by performing preventive and corrective maintenance activities. He/She conducts technical troubleshooting for mechanical and electrical issues in compliance with the quality and safety standards, regulations and organizational Workplace Safety and Health (WSH) practices. <p>Roles and Responsibilities:</p> <ul style="list-style-type: none"> Perform daily operational activities which include attending to customers' enquiries, needs and complaints. Perform preventive and breakdown technical support and maintenance for mechanical/electrical services, plumbing & sanitary services, Aircon servicing and maintenance, ACMV systems, chillers, and electrical control. <p>Job Requirement:</p> <ul style="list-style-type: none"> Nitec in Mechanical / Electrical or related field Candidates with 2 years or more related experience in Facilities Management will be an added advantage No experience is welcome to apply (on Job Training) Positive attitude, good interpersonal and customer-centric skills Only Singaporeans may apply 	<ul style="list-style-type: none"> 5.5 days Rotating Shift Morning - 7.30am to 4.30pm Afternoon - 2pm to 11pm Night - 10.30pm to 7.30am Full Time/Perm Location: 609933
LEW Technician, Facilities Management	<p>Job Description:</p> <ul style="list-style-type: none"> Perform daily operational activities which includes attending to customers' enquiries, needs and complaints. Perform preventive and breakdown technical support and maintenance for mechanical/electrical services, plumbing & sanitary services, ACMV systems, chillers and electrical control. Perform electrical related work for all Low and High voltage systems, and preventive & breakdown technical support. Inspect and maintain site electrical equipment. <p>Job Requirement:</p> <ul style="list-style-type: none"> Candidate must possess Licensed Electrical Worker (LEW) Certificate Grade 7. Recognized technical certificate in Mechanical & Electrical, Building Services, Facility Technology or its equivalent. Candidates with WSQ qualifications are welcome to apply. Possess hands-on and technical knowledge with a minimum of 3 years' experience in Facilities Management. Able to perform shift work. 	<ul style="list-style-type: none"> 5.5 days Rotating Shift Morning - 7.30am to 4.30pm Afternoon - 2pm to 11pm Night - 10.30pm to 7.30am Full Time/Perm Location: 609933

Job Positions	Key Responsibilities	Working Hours / Location
Engineer, Facilities Management	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> The candidate will be responsible for the management and maintenance of M&E facilities in a Grade A commercial building. You will oversee functions and activities of day-to-day M&E systems and suggest improvement maintenance plans, you will also be involved in developing, implementing, reviewing and maintaining the maintenance regime and process review. In addition, you are required to oversee the work carried out by the contractors and ensure minimal disruption to the building operation. <p><u>Roles and Responsibilities:</u></p> <ul style="list-style-type: none"> Support in the facilities management services, which include M&E support of the building Assist in the supervision of contractors in planning, coordination and execution of corrective, preventive maintenance, integrated system tests and annual building shutdown activities Assist in the preparation of regular reports for internal and external customers Assist in cost management and price negotiation with the vendors Support in other Ad-hoc project. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> Diploma in Mechanical/Electrical or Facilities Management or its equivalent. Certified Senior Fire Safety Manager will be considered a priority. Relevant experience in Facility Building Maintenance services, ACMV equipment/chillers. Excellent interpersonal and communication skills. No experience is welcome to apply. 	<ul style="list-style-type: none"> 5.5 days Rotating Shift Morning - 7.30am to 4.30pm Afternoon - 2pm to 11pm Night - 10.30pm to 7.30am Full Time/Perm Location: 609933
Technicians (ACMV)	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Ensuring all engineering equipment and systems are fully functional and in optimal operating condition. <p><u>Roles and Responsibilities:</u></p> <ul style="list-style-type: none"> To carry out all preventive and breakdown maintenance for all Aircon equipment. Ensure safe keeping of hand tools and maintain good housekeeping. Ensure all work is carried out safely and/or in accordance with safety procedures. Provide technical advice and assistance on all maintenance functions. Prepare service reports after every completed job for customer's endorsement. Communicate with clients with regard to problems in equipment and post-job reports. Any ad-hoc tasks given by supervisor or management. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> Nitec in Mechanical / Electrical / Electronic or related field. Candidates with at least 2 years of related technical experience in chillers, ACMV equipment, switchboard, and generators will be an advantage. Candidates with no experience are welcome to apply (on Job Training). 	<ul style="list-style-type: none"> 5.5 days 8.30am-5.30pm (Mon to Fri) 8.30am-12.30pm (Sat) Full Time/Perm Location: 609933

Job Positions	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none">• Positive attitude, good interpersonal and customer-centric skills.• Only Singaporeans may apply.	

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#10 Jones Lang LaSalle(JLL)

JLL, we take pride in doing things differently. We see the built environment as a powerful medium with which to At change the world for the better. By combining innovative technology and data intelligence with our world-renowned expertise, we're able to unveil untapped opportunities for success. We help buy, build, occupy and invest in a variety of assets including industrial, commercial, retail, residential and hotel real estate. From tech startups to global firms, our clients span industries including banking, energy, healthcare, law, life sciences, manufacturing, and technology.

Job Positions	Key Responsibilities	Working Hours / Location
Technical Officer (Sentosa Cove)	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> In this role, you'll assist the site managers in providing property management services and planning daily operational activities. Your role will have a focus on the building's services and you'll ensure that health, safety and environmental standards set out by the client/tenants are adhered to. vital role in ensuring that clients are satisfied by providing excellent customer service and meeting their needs. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> An ideal candidate holds a NTC with minimum of 3 years of experience in mechanical trades of ACMV, Plumbing & Sanitary or market equivalent qualifications in facility management or building services works. Experience and ability in hands on operation in building, M&E services, basic trouble shooting of breakdowns / faults and performing service recovery is a necessity. It will be essential to be multi-trade trained and able to perform basic handyman works. 	<ul style="list-style-type: none"> Full time/Perm
Admin Officer (Sentosa Cove)	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Must be flexible in taking other responsibilities aside from your core tasks. Part of your mandate is to contribute to the monthly management report for our clients as well as minutes for meetings. Work closely with the team in processing invoices. Handling Stakeholders Management Administration effectively. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> 3 to 5 years' experience in facilities management. Solid background in helpdesk operations and strong working knowledge of occupational safety. Proven track record in rolling out improvement initiatives. Proficient in common workplace software e.g. Microsoft Office as well as purchase order systems. 	
Property Officer	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Assist the Head of Site in preparing reports for council meetings and general meetings of the Management Corporation. Issue work order and purchase order for repair and maintenance work upon receiving approval. Assist the Head of Site to execute work plans for all approved works. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> Nitec and Minium 3 years experience in Facilities Management. 	<ul style="list-style-type: none"> Full time/Perm

Job Positions	Key Responsibilities	Working Hours / Location
M&E Executive	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Assist the Head of Site in preparing reports for council meetings and general meetings of the Management Corporation. Issue work order and purchase order for repair and maintenance work upon receiving approval. Assist the Head of Site to execute work plans for all approved works. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> Experience with Microsoft Office software. Familiarity with commercial operation management software. Effective written and oral communication. Diploma in Electrical Engineering 	
Condominium Manager	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Day-to-day managing of operations in the coworking as part of a team and reporting directly to the headquarters portfolio manager Play a key role in our delivery of quality property management services to clients. Drive initiatives that help to achieve the highest service levels expected by our clients. Build strong relationships with the team, property's council members and residents. Plan the daily operations and ensure the general maintenance of the condominium. Prepare and implement an emergency/crisis management plan. Keep all details in check, specifically in terms of budget and financial transactions <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> Strong Grip of BMSMA laws related to a condominium. Well-versed in both oral and written communication. Possesses positivity and a can-do attitude. Able to effectively resolves conflicts while maintaining professionalism in the process. Can efficiently work in a fast-paced environment. Has a solid know-how of the most recent technology. At least three years' working experience in residential property management. A diploma / degree related to business, building or property management. Alternatively, an Accredited Managing Agent Individual with the relevant professional certification. 	
Assistant Condo Manager	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Day-to-day managing of operations in the coworking as part of a team and reporting directly to the headquarters portfolio manager Play a key role in our delivery of quality property management services to clients. Drive initiatives that help to achieve the highest service levels expected by our clients. Build strong relationships with the team, property's council members and residents. 	<ul style="list-style-type: none"> Full time/Perm

Job Positions	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Plan the daily operations and ensure the general maintenance of the condominium. Prepare and implement an emergency/crisis management plan. Keep all details in check, specifically in terms of budget and financial transactions.. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> Strong Grip of BMSMA laws related to a condominium. Well-versed in both oral and written communication. Possesses positivity and a can-do attitude. 	
Lobby Attendant / Doorman	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Job Description: Report any defects, identify potential hazards and unsafe work practices to the estate manager. Takes appropriate measures to ensure safety and well-being of residents, guests and coworkers. Immediately report any incidents, accidents and injuries to the estate manager; document details and facts in (OMS II) Communicate positively in a clear, concise and professional language with appropriate greetings and etiquette. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> Nitec with minimum 1 year experience. 	<ul style="list-style-type: none"> Full time/Perm
Facilities Technician	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Ensure all Periodic Preventive maintenance was done and signed off. Will work with the Manager and data centre personnel to schedule equipment to be taken offline so that preventative maintenance can be performed. Monitors operation of electrical and mechanical equipment supporting the facility and facility's critical operations. Requires the ability to do basic analysing the operation of the various systems, determine the cause of any problem / malfunctions and corrective action as required. Understand escalation processes with due diligence <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> 1+ years of experience in data centre engineering and maintenance service will be preferred. Experience in vendor supervision. Ability to communicate in both oral and written reports. Exposure to ACMV, mechanical, electrical and fire systems will be preferred. Proficient in basic computer applications and software such as MS Office. 	<ul style="list-style-type: none"> Full time/Perm
Technical Facilities Coordinator	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Deliver exceptional customer service to meet the expectations of on-site clients. Ensure timely completion of preventative and reactive work requests. Manage the preventative and reactive maintenance database to efficiently handle work order and ticket requests. 	<ul style="list-style-type: none"> Full time/Perm

Job Positions	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Provide supervision during major work to ensure high-quality workmanship. Conduct root cause analysis on major reactive faults and assess proposed rectifications with technicians to ensure suitability and effectiveness. Perform regular site inspections and assessments to maintain building procedures and performance measures. Assist with requests related to management, operations, and financial audits. <p>Job Requirement:</p> <ul style="list-style-type: none"> A Diploma in Facilities Management or a related field is preferred. Proficient in both written and spoken English. 	
Receptionist	<p>Job Description:</p> <ul style="list-style-type: none"> Delivery of all core front of house services such as sign-in, badging, luggage, lost and found and deliveries. Receive, direct and relay telephone, email and other queries via front of house. Greet, assist and direct candidates/new hires/visitors and the general public appropriately. Continual awareness of all onsite events, to ensure visitor experience is personalised and optimised. Proactively contribute to maintaining the highest standards of presentation and functionality across the identified front of house and meeting and event areas, with great attention to detail. Undertake physical setup of meeting and event spaces, in line with team guidelines and EHS considerations. Monitor meeting room environments including furniture, signage, equipment, temperature, fabric and consumables, ensuring fine detail is capture <p>Job Requirement:</p> <ul style="list-style-type: none"> Previous catering or hospitality experience is desirable. Excellent people skills and ability to interact with a wide range of client staff and demands. Previous experience of working within a high-profile corporate environment. Facilities Management exposure would be beneficial. Fluency in English and local language. Strong PC literacy and proven ability to manage daily activities using various systems. Very high attention to detail. 	<ul style="list-style-type: none"> Full time/Perm
Facilities Coordinator	<p>Job Description:</p> <ul style="list-style-type: none"> Ensure messaging is consistent and in line with directions given by the Supervisor. Respond to client inquiries and concerns promptly and with courtesy and enthusiasm. Build relationships by engaging clients in authentic, personable conversations. Provide a positive environment where things get done. Take ownership of customer issues and proactively seek to resolve them quickly. 	<ul style="list-style-type: none">

Job Positions	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none">• Provide end to end service; take responsibility and accountability.• <u>Job Requirement:</u>• At minimum, you have a Bachelor's degree in facilities management, building, business or other related field and/or 3-4 years' experience in facilities, property management, hospitality or related field.• Experience working in fast paced rapidly changing environment and possess good knowledge.	

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#11 Kim Yew Integrated Pte Ltd

Kim Yew Integrated is a leading local Integrated Facilities Management and Smart FM company in Singapore. We are known for our specialisation in Electrical, Mechanical, Facilities management and Project Management, Building Services and Energy Management in the build environment. We offer IFM service solutions based on smart technology and sustainability.

Job Positions	Key Responsibilities	Working Hours / Location
Facilities Engineer	<p>Description:</p> <ul style="list-style-type: none"> Oversee and manage the FM team of engineers, technical personnel, specialists, including direct vendors / sub-contractors for smooth facilities maintenance. Ensure all operational issues and emergencies are attended promptly and rectified with minimal inconvenience and disruption. Conduct regular check and inspection to ensure the premises is well maintained. Ensure all works are carried out in accordance with the schedule planned. Monitor and track any project works and their progress status. Monitoring of KPIs to ensure compliance with performance framework. <ul style="list-style-type: none"> Ensure effective communication within the team and with internal/external stakeholders to achieve their assigned KPIs. Prepare monthly reports for the management. <p>Job Requirement:</p> <ul style="list-style-type: none"> Diploma or Degree in Engineering / Building / Facilities Management or any relevant disciplines. Proficient and good knowledge in M&E maintenance services. Minimum 4 years of relevant working experience in Facilities Management industry. 	<ul style="list-style-type: none"> 5.5 days 44 hours Full time / Permanent
Assistant Facilities Manager	<p>Job Description:</p> <ul style="list-style-type: none"> Assist the Facility Manager to manage supervise the engineers, technical personnel, technicians for smooth facilities maintenance. Ensure all operational issues and emergencies are attended promptly and rectified with minimal inconvenience and disruption. Conduct regular check and inspection to ensure the premises is well maintained. Ensure all work is carried out in accordance with the schedule planned. Monitor and track any project work and their progress status. Monitoring of KPIs to ensure compliance with performance framework. Involve in the preparation of monthly reports for the management. <p>Job Requirement:</p> <ul style="list-style-type: none"> Diploma or Degree in Engineering / Building / Facilities Management or any relevant disciplines. Proficient and good knowledge in M&E maintenance services. 	<ul style="list-style-type: none"> 5.5 days 44 hours Full time / Permanent

Job Positions	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Minimum 3 years of relevant working experience in Facilities Management. 	
Facilities Operations Manager	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Plan and prepare monthly work schedules in accordance to the contractual work scope and timelines related to all M&E services works. Reviews contracts' specifications to ensure cost effectiveness and competitiveness. •Identify and evaluate cost benefits effects on alternative ways in accomplishing task and targets. Ensure that all operational issues and emergencies are attended promptly and rectified with minimal inconvenience and disruption. Monitor and track clearance for all personnel, including Vendors / Sub-contractors and technicians within the work scope. Familiar with Workplace Health and Safety Act and be able to provide advice on Health & Safety matters. Assist safety team in regular audits to ensure safety procedures on site are in place and working. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> Diploma or Degree in Engineering / Building / Facilities Management or any relevant disciplines. Proficient and good knowledge in M&E maintenance services. Minimum 4 years of relevant working experience in Facilities Management industry. 	<ul style="list-style-type: none"> 5.5 days 44 hours Full time / Permanent
M&E Engineer (Facilities Maintenance)	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Plan and prepare monthly work schedules in accordance to the contractual work scope and timelines related to all M&E services works. Reviews the contracts' specifications to ensure cost effectiveness and competitiveness. •Identify and evaluate cost benefits effects on alternative ways in accomplishing tasks and targets. Ensure that all operational issues and emergencies are attended promptly and rectified with minimal inconvenience and disruption. Monitor and track clearance for all personnel, including Vendors / Sub-contractors and technicians within the work scope. Familiar with Workplace Health and Safety Act and be able to provide advice on Health & Safety matters. Assist safety team in regular audits to ensure safety procedures on site are in place and working. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> Diploma or Degree in Mechanical/ Electrical Engineering or its equivalent. Minimum 3 years of working experience in Facilities Maintenance industry with M&E relevant working experience. 	<ul style="list-style-type: none"> 5.5 days 44 hours Full time / Permanent

Job Positions	Key Responsibilities	Working Hours / Location
Property Executive	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Manage a team of in-house Technicians including roster planning, to carry out day-to-day building M&E services and manage contractors doing maintenance of Soft Services (Cleaning, Pest control, landscape, security etc) Develop and implement preventive/ corrective M&E maintenance to ensure smooth and efficient operations of services. Oversee contractors in fitting out/ reinstatement of A&A works in accordance with authorities/ building's regulations. Managing and fostering relationships with team / vendors and other key stakeholders through effective communications, collaboration, and engagement. •Ensure the SLAs (Service Level Agreements) / KPIs (Key Performance Indicators) fulfilled. Administration of service or term contracts including cost comparisons and negotiation for contract renewal/ replacement of building M&E service. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> Min Diploma in Facilities Management / Real Estate/ Building / Mechanical or Electrical Engineering or its equivalent. Minimum 2 years in Facilities Maintenance industry. 	<ul style="list-style-type: none"> 5.5 days 44 hours Full time / Permanent
Technical Executive/ Technical Executive cum Fire Safety Manager	<p><u>Description:</u></p> <ul style="list-style-type: none"> Manage a team of in-house Technicians and Technical Officers and oversee sub-contractors to carry out day-to-day facilities and building maintenance services. Develop and implement preventive/ corrective M&E maintenance to ensure smooth and efficient operations of services. To provide technical knowledge and advice to the Team to resolve any site issue. To respond and compile fault cases and highlight any major issue to managers. Oversee contractors in fitting out/ reinstatement of A&A works in accordance with authorities/ building's regulations. Managing and fostering relationships with team / vendors and other key stakeholders through effective communications, collaboration, and engagement. Ensure the SLAs (Service Level Agreements) / KPIs (Key Performance Indicators) fulfilled. Perform Fire Safety Manager (FSM) duties, if required. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> Min Diploma in Facilities Management / Real Estate/ Building / Mechanical or Electrical Engineering or its equivalent. Minimum 2 years in Facilities Maintenance industry. 	<ul style="list-style-type: none"> 5.5 days 44 hours Full time / Permanent
Quantity Surveyor / Senior Quantity Surveor	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Quantity Surveying and contracts administration for Facilities Maintenance & Building maintenance services. To provide support of maintenance and project works function. Involve in preparation of contracts to award to vendors and sub-contractors. 	<ul style="list-style-type: none"> 5.5 days 44 hours Full time / Permanent

Job Positions	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Prepare and submit claims for completed works upon receiving of work completion reports. • Manage progress claims and other claims put up from vendors and sub-contractors. Prepare, monitor and submit claims for variations and progress payment. • Prepare bill of quantity and cost estimate for variation works. • Budgetary control and ensure timely completion of projects. • Liaise with client and client's representative on work progress, claims and KPI. • Track, record and update on breakdown of claims, variations claims or omissions. • Manage payments and claims via company's Enterprise Resource Planning (ERP) software. • Monitor and control costs throughout the project lifecycle. Involve in managing contract variations, valuations, and final accounts. Maintain accurate records of project costs, contracts, and correspondence. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Diploma or Degree in Quantity Surveying/ Civil / Mechanical/ Electrical Engineering or its equivalent. • Minimum 3 years of work experience in Facilities Maintenance industry with QS relevant working experience. 	

#12 Ocean IFM Pte Ltd

Ocean IFM Pte Ltd is a professionally accredited property management company with a team of experienced managers. We are equipped with multifaceted skills such as people management and extensive physical building maintenance technical knowledge. We seek to create a conducive working environment for all Subsidiary Proprietors/ occupiers of the development enhancing its value both physically and intrinsically.

Job Positions	Key Responsibilities	Working Hours / Location
Property Officer	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Conduct routine inspections on all building services, equipment and facilities. • Ensure all service providers are performing up to the specification of contracts. • Attend to emergency service breakdown. • Attend to enquiries and feedback. • Ensure all contracts, insurance, certificates and licenses are renewed before expiry. • Coordinate and attend Council Meetings and AGMS, including preparation of notices, agenda and documents, as well as recording of the minutes. • Manage and maintain proper records and files of correspondence and documents. • Monitor payments and manage the recovery of arrears. • Liaise with solicitors on recovering of arrears and other matters. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Conversant with BMSMA. • Proficient with Microsoft Office. • Possesses good working attitude and interpersonal skills 	<ul style="list-style-type: none"> • 5.25 days • 9am-6pm • Full time/ Permanent • Location: Various
Administrative Assistant	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Assist Site Manager in handling and maintaining proper records of enquiries or feedback received from residents/tenants, booking of estate facilities and petty cash management. • Attending to phone and walk-in enquiries. • Establishing and maintaining proper filing system to ensure smooth documentation and administration of estate. • Clearing of mailboxes and preparation of summary sheet of for HQ. • Attend to enquiries and feedback. • Maintenance of office inventory and equipment. • General administrative duties <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Proficient in Microsoft Office with minimum Nitec cert. 	<ul style="list-style-type: none"> • 5.25 days • 9am-6pm • Full time/ Permanent • Location: Various
Building Technician	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Ensure M&E system in the development is satisfactory operation condition. • Conduct routine inspections on all building services, equipment and facilities. • Ensure all service providers are performing up to the specification of contracts. • Attend to emergency service breakdown and feedback. 	<ul style="list-style-type: none"> • 5.25 days • 9am-6pm • Full time/ Permanent • Location: Various

Job Positions	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Monitor and ensure any renovation works carried out are approved by Management and as per approved submission. • Report on irregularities. • Update Maintenance Record and file Service Sheets of service providers. • Maintain stock list and log of all maintenance parts, equipment and spare parts. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Proficient in Microsoft Office with minimum Nitec cert. 	
Accounts Officer	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Handle a full set of accounts and bank reconciliation. • Meet deadlines for issuing invoices and cheques. • Prepare financial reports. • Attend to enquiries from clients. • Any other accounting / administrative duties assigned by the Management. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Proficiency in Microsoft Office • Detail oriented with high level of accuracy. • Diploma in Accountancy. 	<ul style="list-style-type: none"> • 5 days • 9am-6pm • Full time/ Permanent • Location: 417939

#13 Savills Property Management Pte Ltd

Savills Property Management Pte Ltd has set itself apart from its competition through professionalism, service excellence, efficiency, integrity, strategic application of information technology and concern for the welfare of the residents. At Savills Property Management, we are committed to developing, supporting and empowering our employees. We are currently seeking suitable candidates with the passion for strata management to join us.

Job Positions	Key Responsibilities	Working Hours / Location
Property Officer	<p>Job Description:</p> <ul style="list-style-type: none"> • Manage and maintain property sites as assigned. • Conduct daily checks on the other common property not maintained by a term contractor to ensure their soundness and proper maintenance. These include the recreational facilities, the building including the clubhouse, bin centre and guardhouse and all their contents (common properties only), the car park, driveway, drains, lamp posts, etc. Spot irregularities and rectify them. • Maintain a check list on the maintenance works. • Propose/recommend improvement, repairs and upgrading works when appropriate and ensure such are carried out properly when approved. • Receive and attend to complaints by residents and owners on common areas only. • Advise and assist whenever possible, complaints beyond the Corporation's purview (this refers to problems in individual units). • Maintain a complaint logbook and proper records of complaints and replies. • Ensure building statutory requirements are complied with. • Conduct meetings of the management corporation, preparation and record minutes of meetings. • Ensure good record keeping and filing administration. • Review and recommend replacement/improvement plans for managed sites. • Provide essential customer service support to the residents and owners. • Supervise and manage a team of site staff. • Other job related and ad hoc duties as assigned. <p>Job Requirement:</p> <ul style="list-style-type: none"> • Degree or Diploma in Building/Estate Management or related discipline. • At least 1-year relevant experience. • Knowledge with Building Maintenance and Strata Management Act will be an added advantage. • Those with M&E experience would be an advantage. • Good leadership ability with excellent interpersonal and communication skills. • Possess good customer service skills. • Good decision-making skills and effective problem solver. • An eye for details. • Proficient in MS Office applications. 	<ul style="list-style-type: none"> • 5 days • 8:30am-5:30am 9am-6pm

Job Positions	Key Responsibilities	Working Hours / Location
Condominium Manager	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Ensure the smooth operations and effective management of properties managed by the Company. • Handle all administration works and correspondence relating to the management of the properties under the company's portfolio. Supervise the site staff. Help coordinate the work of the building supervisor, fire safety manager and the technicians assigned to respective properties. • Manage bookings, maintenance of all facilities (swimming pool, spa pool, sauna, gym, squash and tennis courts, playgrounds, putting green, BBQ pits, function room, games room, etc, at respective properties managed by the company). • Plans, organise activities and put up decoration during major festive seasons when required (eg: Lunar New Year, Hari Raya, Moon Cake Festival, National Day, Christmas, when required). • Conduct routine checks for all building structures, surrounding areas, mechanical & electrical equipment and carry out / make recommendations for preventive maintenance work when required, including inspection for encroachment and site clearance works when required. • Conduct regular meetings with Councils / Owners and submit minutes of meetings for record purposes, including the conduct of Annual General Meeting when required. • Periodically update the Councils / Owners on financial status and prepare budgets for both the Management and Sinking Funds. • Attending to daily operation and administrative works: <ol style="list-style-type: none"> a) Updating the subsidiary proprietors list and change of address. b) Filing of correspondence and follow-up on essential matters. c) Submission of returns when required by various government's authorities. d) Preparation of reports for review by Councils / Owners. • Assist potential clients of new developments in preparation and printing of handbook, handover kits, prepare building defects list and fixing date of inspection, and appointments for works to be carried out. • Handling and keeping records of security pass / car park labels as approved. • Assist in the collection of rental / management and sinking funds / administration fee / renovation deposits / security pass where necessary and when required to liaise with Councils / Owners on issue of legal demand letters and follow-up actions. • Conduct inspection of services carried out by term and ad-hoc contractors and make recommendations for release of payments. • Any other jobs as and when assigned by the Manager. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Degree or Diploma in Building/Estate Management or related discipline. 	<ul style="list-style-type: none"> • 5 days • 8:30am-5:30am 9am-6pm •

Job Positions	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • At least 2 years relevant experience. • Strong M&E knowledge is preferred. • Knowledge with Building Maintenance and Strata Management Act will be an added advantage. • Good leadership ability with excellent interpersonal and communication skills. • Outgoing and approachable. • Possess good customer service skills. • Good decision-making skills and effective problem solver. • An eye for details. • Proficient in MS Office applications. 	
Admin Assistant	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Manage general administration and coordination of work activities. • Work order management through computer maintenance management system; meeting services activities in the office and any other duties as assigned by the manager. • Assist the site manager on day-to-day operations of the facilities. • Track, manage and raise purchase order requests. • Attend feedback from clients and end users to provide an all rounded client centric. • Experience. • Maintain accurate and organized records related to facilities, including contracts, maintenance schedules, and service agreements. • Prepare and update documentation for facility policies, procedures, and guidelines. • Effective problem solving and critical thinking skills along with the ability to use discretion and good judgement. • Serve as a point of contact for internal staff and external vendors regarding facilities related • Inquiries. • Coordinate with various departments to address their needs and ensure smooth communication flow. • Manage the procurement of office supplies and maintain an organized inventory. • Work with vendors to ensure timely delivery of supplies and equipment. • Assist in monitoring and tracking the facilities budget. • Provide support in identifying cost-saving opportunities and ensuring expenses align with budgetary constraints. • Assist in coordinating office layouts, relocations, and space utilization. • Work with relevant parties to address space-related concerns and requests. • Support the coordination of maintenance activities, repairs, and service requests. • Work closely with facilities management teams and external service providers to ensure timely and effective resolution of issues. • Assist in coordinating facilities for meetings, events, and conferences. 	<ul style="list-style-type: none"> • 5 days • 8:30am-5:30am 9am-6pm

Job Positions	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Ensure that necessary facilities and resources are available and properly set up. Any other duties assigned by the Site Manager. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> Candidates should have at least GCE O Level certificate with 3 years of experience in Facilities Management. Outgoing and vocal with good communications skill. Excellent client management skills in a corporate environment and a strong team player. Proactive and independent. Familiar with CMMS for work order management. Dynamic and multi-tasking capabilities. 	
Technical Officer	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Oversee the site team and appointed sub-contractors in maintenance and management of properties. Manage the fault reporting system with daily building repair works, implementation of preventive and corrective programmes etc. Implementation of preventive, corrective programmes and defects liability management (DLP) programme if required. Prepare maintenance budget for site periodically and approve by HQ Manager and Client. Monitor job performance of the team and facilities management fault reporting system. To perform inspection check on fire safety related matter. Manage and administer Tenancy and Carpark Management system of the Client {if required}. Prepare service contract, invitation of quotes and cost comparison. Ensure compliance of all statutory requirements for building and site operations. Manage A&A and projects works. Conduct facilities management site audit and submit audit report. Effectively communicate with internal stakeholders from executive management, internal business units, clients, external supplier partners and vendors. Any other duties as assigned by the Immediate Superior / Director and Clients. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> NITEC in Mechanical, Electrical, Building Services or equivalent with a minimum of Three (3) years of relevant working experience in Facilities Management Fire Safety Manager Certificate will be an added advantage. 	<ul style="list-style-type: none"> 5 days 8:30am-5:30am 9am-6pm

#14 ST Engineering Synthesis Pte Ltd

ST Engineering Synthesis (Synthesis) is ST Engineering's Centre of Excellence for Logistics and Facilities Management solutions. Our businesses span across a legacy of over 20 years and we have become a leading partner in fulfilling mission-critical requirements for our customers within Singapore's aerospace, land, marine and other essential sectors.

Job Positions	Key Responsibilities	Working Hours / Location
Senior / Technical Officer	<p>Job Description: Key Responsibilities:</p> <ul style="list-style-type: none"> • Manage day-to-day technical operations, including attending daily toolbox meetings, compliance with WSHA. • Respond to emergency fault calls during office hours/standby duties after office hours in rotating duty roster and ensure timely rectification of issues. • Liaise with users and authority to prepare and submit detailed work proposals for job requests. • Prepare costing, condition assessment, and proposal for maintenance works. • Responsible for inventory records, drawings, documentation and defect liability period registers. • Compile and maintain service reports, licenses/certificates on site. • Prepare and submit certificate of completion for maintenance works and services monthly and prepare monthly claims. • Supervise and follow up with sub-contractors to carry out corrective maintenance/adhoc works and to rectify defects reported by quality control/quality, assurance, auditor/users. • Check and certify works done by sub-contractors. • Perform any other technical tasks as and when required. <p>Job Requirement:</p> <ul style="list-style-type: none"> • Diploma or Bachelor's degree in Civil / M&E Engineering, Facilities Management or relevant fields . • Minimally 2 to 3 years of working experience. • Excellent communication, interpersonal, and problem-solving skills. • Proficient in Microsoft Office Suite. • Ability to work independently and as part of a team. • Good organizational and time management skills. • Able to travel to Tuas for work. 	<ul style="list-style-type: none"> • 5 days • 8.00am-5.45pm • Full time/ Contract • Location: 628399
Senior / Technical Executive	<p>Job Description: Key Responsibilities:</p> <p>1. Daily Operations:</p> <ul style="list-style-type: none"> • Oversee day-to-day facilities operations, including maintenance, repairs, and cleaning. • Conduct regular inspections of building systems and equipment to ensure proper functioning. • Respond promptly to and resolve facility-related issues reported by employees. • Manage and coordinate with external vendors and contractors for various services (e.g., cleaning, security, landscaping). • Ensure compliance with all relevant safety regulations and building codes. 	<ul style="list-style-type: none"> • 5 days • 8.00am-5.45pm • Full time/ Contract

Job Positions	Key Responsibilities	Working Hours / Location
	<p>2. Maintenance & Repairs:</p> <ul style="list-style-type: none"> Develop and implement preventive maintenance schedules for building systems and equipment. Supervise and coordinate repair works, ensuring timely completion and quality standards. Source and evaluate quotes from vendors for maintenance and repair services. Maintain accurate records of maintenance activities and expenses. <p>3. Vendor Management:</p> <ul style="list-style-type: none"> Establish and maintain strong relationships with key vendors and contractors. Negotiate contracts and service level agreements (SLAs) to ensure cost-effectiveness. Monitor vendor performance and address any service-related issues. <p>4. Health & Safety:</p> <ul style="list-style-type: none"> Implement and maintain workplace health and safety procedures and protocols. Conduct regular safety inspections and risk assessments. Ensure compliance with fire safety regulations and emergency procedures. Organize and participate in safety training programs for employees. <p>5. Budget Management:</p> <ul style="list-style-type: none"> Assist in the preparation and management of the facilities management budget. Track and monitor expenses related to facilities operations and maintenance. Identify cost-saving opportunities and implement measures to improve efficiency. <p>6. Sustainability Initiatives:</p> <ul style="list-style-type: none"> Support the implementation of sustainability initiatives within the facilities. Identify and implement measures to reduce energy consumption and waste. Promote environmentally friendly practices among employees. <p>7. Other Responsibilities:</p> <ul style="list-style-type: none"> Assist with space planning and office moves. Manage and maintain inventory of office supplies and equipment. Provide support for company events and functions. Perform other duties as assigned by the Facilities Manager. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> Diploma or Bachelor's degree in Facilities Management, Engineering, or a related field. Minimum 3 years of experience in facilities management, preferably in a corporate environment. Strong knowledge of building systems, maintenance procedures, and safety regulations. Excellent communication, interpersonal, and problem-solving skills. Proficient in Microsoft Office Suite. Ability to work independently and as part of a team. 	

Job Positions	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Good organizational and time management skills. 	
Customer Relations Executives	<p><u>Job Description:</u> Key Responsibilities:</p> <ul style="list-style-type: none"> Serve as the primary point of contact for internal and external stakeholders, responding to inquiries and requests in a timely manner. Provide assistance to users in navigating system applications and offer Level 1 technical support via phone or email. Escalate complex technical issues to the appropriate IT personnel and ensure timely resolution. Maintain accurate records of user issues and resolutions, generating reports as needed. Review and streamline administrative and helpdesk processes to improve overall efficiency. Perform data entry into the SFEMS system. Assist the Facilities Manager in compiling reports and ensure prompt submission from respective strategic partners. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> ITC or a Diploma in Business Administration, Information Technology, or a related field. Proven experience in administrative and helpdesk roles, ideally within a technology-driven environment. Proficiency in Microsoft Office applications and familiarity with IT systems. Strong written and verbal communication skills. Ability to work independently and collaboratively as part of a team, with a proactive approach to problem-solving. Customer service experience and shift work are required. 	<ul style="list-style-type: none"> 5 days 8.00am-5.45pm Full time/ Contract Location: 829854
Senior Admin cum Billing Executive /Admin cum Billing Executive	<p><u>Job Description:</u> Key Responsibilities:</p> <ol style="list-style-type: none"> Billing Management: <ul style="list-style-type: none"> Manage and oversee the billing process, ensuring accuracy and timely invoicing. Collaborate with Procurement & Finance to track payments to vendors and receivables from customers. Resolve billing discrepancies and address customer inquiries promptly. Administrative Support: <ul style="list-style-type: none"> Provide comprehensive administrative support to senior management, including managing communications and scheduling. Assist in office management tasks such as ordering supplies, managing office equipment, and coordinating with vendors. Customer Interaction: <ul style="list-style-type: none"> Act as the primary point of contact for customer billing inquiries. Ensure high levels of customer satisfaction through effective issue resolution. Record Keeping: <ul style="list-style-type: none"> Maintain accurate records of all billing transactions and update relevant stakeholders. Prepare and submit regular reports on billing activities. Compliance & Policy Implementation: 	<ul style="list-style-type: none"> 5 days 8.00am-5.45pm Full time/ Contract Location: 619523

Job Positions	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Ensure all billing activities comply with company policies and relevant regulations. Review and recommend changes to company policies to improve efficiency and compliance. <p>6. Team Leadership:</p> <ul style="list-style-type: none"> Supervise and mentor junior administrative staff, providing guidance and support as needed. <p>Job Requirement:</p> <ul style="list-style-type: none"> Experience: Minimum 3 years of experience in administrative and billing roles, preferably within the Facilities Management industry. Skills: Strong organizational, communication, and time-management skills. Proficiency in MS Office and billing systems like SAP. Education: Diploma or higher in Business, Built Environment, or Finance. Attributes: Attention to detail, ability to handle confidential information, strong problem-solving skills and high proficiency in Microsoft Excel. 	
Executive/Workplace Safety & Health Officer, Facilities Management Centre	<p>Job Description:</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> Ensure compliance with Workplace Safety and Health (WSH) regulations for outsourced contractors & internal. Review contractors' risk assessments, safe work procedures and safety documentation. Conduct site inspections, audits and monitor high-risk activities. Investigate incidents and implement corrective actions. Facilitate safety briefings, toolbox meetings and joint safety reviews with partners. Maintain WSH documentation and prepare performance reports for management. Promote a culture of safety and recommend improvements in safety practices. <p>Job Requirement:</p> <ul style="list-style-type: none"> Registered WSH Officer (MOM-certified) with a Diploma/Degree in Safety, Engineering, or a related field. Minimum 3 years' experience in managing safety for FM or outsourced environments. Strong knowledge of WSH regulations, risk assessments and PTW processes. Excellent communication and stakeholder management skills. Certification in Environmental Control Officer (ECO) or Fire Safety Manager (FSM) is a plus. 	<ul style="list-style-type: none"> 5 days 8.00am-5.45pm Full time/ Contract Location: 829854

#15 Surbana Jurong Group

SJ is a diverse collective of problem solvers for the built environment, continually reimagining ways to create a smart and sustainable future. Headquartered in Singapore, the group has a global talent pool of 16,000 in its member companies AETOS, Atelier Ten, B+H, CHIL, KTP, Prostruct, Robert Bird Group, SAA, SMEC and Surbana Jurong, based in more than 120 offices in over 40 countries. They include architects, designers, planners, engineers, facilities managers and other specialists driven by progressive thinking and creative ideas to shape a better future.

Job Positions	Key Responsibilities	Working Hours / Location
Project Manager	<p>Job Description:</p> <ul style="list-style-type: none"> Project Planning and Coordination. Prepare and manage project budgets, ensuring cost efficiency. Prepare and manage project budgets, ensuring cost efficiency. Identify potential risks and develop mitigation strategies. <p>Job Requirement:</p> <ul style="list-style-type: none"> Bachelor's degree in Civil Engineering, Construction Management, Architecture, or related field. PMP or equivalent certification is a plus. Minimum 5 years of experience in project management, preferably in building projects. 	<ul style="list-style-type: none"> Full time/Perm
Customer Service Officer	<p>Job Description:</p> <ul style="list-style-type: none"> Respond to customer inquiries via phone, email, chat, or in-person in a timely and professional manner. Provide accurate information about products, services, and company policies. Assist customers with placing orders, making returns, and processing exchanges. <p>Job Requirement:</p> <ul style="list-style-type: none"> Minimum 3 GCE "O" Level passes and/or proficient in English. <p>Require working on shift:</p> <ul style="list-style-type: none"> 1st Shift: Runs from morning to late afternoon (9:00 AM to 6:30 PM). 2nd Shift: Covers the afternoon to night hours (12:30 PM to 10:00 PM). 	<ul style="list-style-type: none"> Full time/Perm
Admin Executive	<p>Job Description:</p> <ul style="list-style-type: none"> Compile particulars from staff, vendors and sub-contractors for security clearance Provide secretarial and administrative support in order to ensure effective and efficient office operations including ordering of stationeries, drinks, etc. Submission of monthly office admin data e.g. printing data. Word processes all letters, documents, inspection records, etc. Records, stamps and distributes all incoming mails, and process all outgoing mails. Compiles and maintain essential information like staff list, manpower records, telephone directory and addresses. <p>Job Requirement:</p> <ul style="list-style-type: none"> Certificate in Accountancy and/or Business Administration or GCE 'O' Levels with 2 yrs relevant experience 	<ul style="list-style-type: none"> Full time/Perm

Job Positions	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Effective computer skills: Microsoft Office Software, and experience with Facilities Management software will be an added advantage. Experience in processing accounts payable/receivable, sub-ledger and general ledger entries and reconciliations is an added advantage. Pro-active attitude, independent and responsible worker who is able to carry out assigned tasks with little supervision. 	
Quantity Surveyor	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> The professional QS shall support staff to support the maintenance and project works function. Verification of quotation and star rate with proper price assessment. Analyzing existing budgets and making improvements. Reviewing plans and preparing quantity estimates. Negotiating with various contractors and vendors. Building relationships with clients and site managers. Liaising with clients to identify their needs. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> Possess relevant tertiary quantity surveying and building related diploma/degree in recognized by Singapore institute of surveyors & valuers and with at least five (5) years of relevant working experiences in quantity surveying. 	<ul style="list-style-type: none"> Full time/Perm
ACMV FM Engineer	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Manage and be responsible for maintaining facilities to achieve high reliability, availability, and operational requirement for ACMV system. Capable to re-solve operation issues for ACMV system as well as other operating spaces like laboratory, clean room, etc. Maintain the plant efficiency within the plant optimal performance. Support the site technical team in sustainability test-bedding projects and participate in technology deployment and implementation. Team involvement on technical ACMV submittal and presentation. Successful candidate will be able experience operation issues for ACMV system comprising operating spaces like laboratory, clean room, etc. Project coordination and participation with client and agencies on specific projects and assessments. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> Possess relevant tertiary quantity surveying and building related diploma/degree in recognized by Singapore institute of surveyors & valuers and with at least five (5) years of relevant working experiences in quantity surveying. 	<ul style="list-style-type: none"> Full time/Perm

Job Positions	Key Responsibilities	Working Hours / Location
Building Manager (Tampines)	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Co-ordinating and integrating all works performed under the Services. Represent the Managing Agent in all communications with the People's Association under the contract. Monitor and report to the People's Association on the progress of all works in connection to the Contract. To prepare project cost estimates and specifications for minor improvement and office re-configuration works. To update and administer both pre- and post-contract administration works for Term Contracts and minor improvement works. To monitor maintenance budget and progress payments to ensure cash flow projections are met and payment are promptly made to contractors and service providers. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> Degree in Building Services or Facilities Management or Mechanical or Electrical or equivalent with at least 5-year relevant working experience with minimum 3 year in supervisory roles in related field. 	<ul style="list-style-type: none"> Full time/Perm
Venue Manager - OTH Wellness Garden and Eco-Sustainability	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Ensure the OTH Wellness Garden and Eco-Kiosks are always maintained and fully operational, carry out timely fault reporting and arrange the upkeep, repair and replacement process of all equipment and fixtures. Handle and reply to enquiries that could come from walk-in public, phone calls and emails pertaining to the mentioned venues. Ensure daily, weekly, and monthly facilities maintenance schedule for cleaning, pest control, landscaping, wheelchair lift for the venues if applicable are performed. Management of volunteers which include duty scheduling, welfare, on-job training, engagement, and retention. Maintain the OTH Wellness Garden with fresh and new plants to increase footfall, raise awareness, and market the garden to Tampines residents and visitors as the sanctuary to relax and revitalise oneself. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> Have at least 3 to 5 years of experience in a sustainability industry and horticulture and landscaping management. Possess a foundational understanding of environmentalism and sustainability. Be passionate about sustainability, social causes, community education and community engagement. Enjoy doing research, planning, and writing. Be competent in developing, designing, and executing learning journeys and green events. 	<ul style="list-style-type: none"> Full time/Perm
M&E Resident Technical Officer for CAG, MHA and Other projects	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Able to review all project drawings/shop drawings and specifications and raise any discrepancies and/or possible problems before construction work commences on site and progressively throughout the entire course of the project. 	<ul style="list-style-type: none"> Full time/Perm

Job Positions	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Able to supervise the construction and related works, maintain quality control and ensure that the works are carried out in accordance with the project specifications, drawings, approved sketches, product or system specifications, contractor's method statements, installation and working procedures. • Shall demonstrate strong understanding of respective M&E sequence of works and co-ordinating works. <p>Job Requirement:</p> <ul style="list-style-type: none"> • shall have experience in solving site clashes/problem with regards to M&E and other disciplines. • Past experience with projects located within Changi and Seletar Airport will be advantageous • Good team player with ability to work independently and multi-task. 	
Technical Executive, FM (Changi)	<p>Job Description:</p> <ul style="list-style-type: none"> • Responsible for the day-to-day operation of the Site and reporting to Facility Operations Manager (FOM). • Supervise all the facilities' management and operational activities including liaising with sub-contractors and clients. • Prepare quotations, conduct evaluations for all services, provide recommendation reports. • Prepare all site required reports by clients and FOM • Escort contractors to carry out work. • Standby for events when required. <p>Job Requirement:</p> <ul style="list-style-type: none"> • Minimum Diploma in Engineering / Facilities Management. • 1 to 2 years of relevant experience / fresh graduates may also apply. • Well-versed in Microsoft office applications. • Class 3 license is an advantage. • NEN2767 certification or its equivalent is an advantage • Due to security clearance, only Singapore citizens can be considered for this role. 	<ul style="list-style-type: none"> • Full time/Perm
Administration and Accounts Assistant	<p>Job Description:</p> <ul style="list-style-type: none"> • Process and reconcile a wide variety of accounting documents. (such as invoices, departmental billings, employee reimbursements, cash receipts, vendor statements). • Prepare and process documents to disburse funds, make deposits and prepare reports. • Prepare monthly bank/finance reconciliations for approval. • Assist with annual budget preparation as required. • Provide secretarial and administrative support in order to ensure effective and efficient office operations. • Word processes all letters, documents, inspection records, etc. <p>Job Requirement:</p> <ul style="list-style-type: none"> • Process and reconcile a wide variety of accounting documents. (such as invoices, departmental billings, employee reimbursements, cash receipts, vendor statements). 	<ul style="list-style-type: none"> • Full time/Perm

Job Positions	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Prepare and process documents to disburse funds, make deposits and prepare reports. • Prepare monthly bank/finance reconciliations for approval. • Assist with annual budget preparation as required. • Provide secretarial and administrative support in order to ensure effective and efficient office operations. • Word processes all letters, documents, inspection records, etc. 	
Facility Management Executive	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Process and reconcile a wide variety of accounting documents. (such as invoices, departmental billings, employee reimbursements, cash receipts, vendor statements). • Prepare and process documents to disburse funds, make deposits and prepare reports. • Prepare monthly bank/finance reconciliations for approval. • Assist with annual budget preparation as required. • Provide secretarial and administrative support in order to ensure effective and efficient office operations. • Word processes all letters, documents, inspection records, etc. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Process and reconcile a wide variety of accounting documents. (such as invoices, departmental billings, employee reimbursements, cash receipts, vendor statements). • Prepare and process documents to disburse funds, make deposits and prepare reports. • Prepare monthly bank/finance reconciliations for approval. • Assist with annual budget preparation as required. • Provide secretarial and administrative support in order to ensure effective and efficient office operations. • Word processes all letters, documents, inspection records, etc.. 	<ul style="list-style-type: none"> • Full time/Perm
Property Executive	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Process and reconcile a wide variety of accounting • Supervise and ensure that all types of routines and ad-hoc repair works undertaken by the term contractors are carried out according to the Contract. • Oversees preventive and corrective maintenance works in regards to cleaning, pest control, security, fire protection system, security system, plumbing & sanitary system, building works, etc. • Liaise and coordinate with Contractors to ensure timely maintenance works are done. • Compile service reports and send them to Client. • Attend to all complaints/feedback, incidents and crisis situations and submit incident report. • Inspect site areas and report all defects and non-compliances to the Client and Management. • Update the Client on any disruptions, feedbacks, fitting-out and maintenance works conducted on site. 	<ul style="list-style-type: none"> • Full time/Perm

Job Positions	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Prepare cost estimates for ad-hoc maintenance, reinstatement and improvement works and work completion form/job sheet once work is completed for billing purpose. <p>Job Requirement:</p> <ul style="list-style-type: none"> Diploma or Degree holder in Building or Facilities related disciplines with min. 3 years of related working experience. Fire Safety Manager Certification an added advantage. Knowledge of facilities operations. Team Player and willing to learn. Independent and able to work under pressure. 	
Senior Technical Executive	<p>Job Description:</p> <ul style="list-style-type: none"> Supervise and manage in-house and outsourced contractors on the scheduled maintenance of Fire functions and systems within the building. Responsible for the efficient performance of the technicians/vendors in charge of hard engineering services and other supporting scopes. Monitor the timely submission of reports to clients when necessary. Co-ordinate ad-hoc works (maintenance and projects) and ensure routine works are administered on site. <p>Job Requirement:</p> <ul style="list-style-type: none"> Minimum 3 years' relevant post degree/diploma experience in related M&E fields, Fire Protection experience or Facilities Management or its equivalent; Good communication skills to engage users, FMs and clients effectively. Pro-active and also work as a team player since coordination works are required. Good soft-skills in MS PowerPoint, MS Excel and good writing skills. 	<ul style="list-style-type: none"> Full time/Perm
Sr Technical Executive (Facilities Mgmt)	<p>Job Description:</p> <ul style="list-style-type: none"> Co-ordinate and manage the Integrated Facilities Management team, sub-contractors and Authority's Contractor. Collate and manage all technical specifications, O&M documentation, drawings and compile all maintenance programs from all subcontractors. Track and monitor the maintenance programs by using the appropriate software and spread sheets; Carry out planned inspections, quality control, and supervision of Facilities Technicians, and sub-contractors and Authority's Contractor; Manage emergency and ad-hoc repairs, breakdowns and trouble-shooting. Provide technical support and attendance where necessary. Manage and act as the coordination point between the various sub-contractors and/or Authority's Contractor; deal with incidents, complaints, breakdowns and repairs. Consolidate and provide technical reports or findings to the SO or his representatives; 	<ul style="list-style-type: none"> Full time/Perm

Job Positions	Key Responsibilities	Working Hours / Location
	<u>Job Requirement:</u> <ul style="list-style-type: none"> Diploma or above from a recognized tertiary establishment with 4 years' experience in Facilities Management or building related field. 	
M&E Resident Engineer for JTC Project	<u>Job Description:</u> <ul style="list-style-type: none"> Technically strong, able to review design details, method statements and use sound judgment to resolve site issues during the course of construction works. Demonstrate maturity and ability to manage a team of Site Supervisors. Ability to supervise the construction and related works, maintain quality control and ensure that the works are carried out in accordance with the project specifications, drawings. <u>Job Requirement:</u> <ul style="list-style-type: none"> Excellent interpersonal & communication skills; and Good team player with ability to work independently and multi-task. 	<ul style="list-style-type: none"> Full time/Perm
Civil & Structural Resident Technical Officer for CAG, MHA & other projects	<u>Job Description:</u> <ul style="list-style-type: none"> Able to supervise the construction and related works, maintain quality control and ensure that the works are carried out in accordance with the project specifications, drawings, approved sketches, product or system specifications, contractor's method statements, installation and working procedures. Ensure that the contractors carry out their work in compliance with the Building Control Act and Regulations, Codes of Practices and requirements of building authorities and government agencies. <u>Job Requirement:</u> <ul style="list-style-type: none"> Experience in architectural finishing/building works Past experience with projects located within Changi and Seletar Airport will be advantageous. Good team player with ability to work independently and multi-task. 	<ul style="list-style-type: none"> Full time/Perm
Civil Structural Resident Engineer for CAG, MHA and other	<u>Job Description:</u> <ul style="list-style-type: none"> Be overall in charge of the management and control of ALL Site Supervisors, including those of OTHER disciplines Assist the supervising Qualified Person(s) to perform the duties as prescribed in the Building Control Regulations 2003. Review all project drawings and specifications and raise any discrepancies and/or possible problems before construction work commence on site and progressively throughout the entire course of the project. Supervise the construction and related works, maintain quality control and ensure that the works are carried out in accordance with the project specifications, drawings, approved sketches, product or system specifications, contractor's method statements, installation and working procedures. <u>Job Requirement:</u> <ul style="list-style-type: none"> Experience in architectural finishing/building works. Past experience with projects located within Changi and Seletar Airport will be advantageous 	<ul style="list-style-type: none"> Full time/Perm

Job Positions	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Good team player with ability to work independently and multi-task. 	
Technical Executive	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Attend to work request and fault calls during office and after office hours. To manage contractors for minor and major works. To attend site meetings for maintenance and repair works. To conduct building inspections, monitor and track utilities for building consumption. To prepare cost estimates and work proposals c/w technical feasibility reports To manage and coordinate all maintenance & repair works (M&E and C&S) including Soft Services To update all M&E inventory listings and submit work schedules including Soft Services To track, monitor and update maintenance schedule for all M&E systems including Building works and soft services <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> Shall hold an approved diploma in estate management, building maintenance, civil/structural/ mechanical or electrical engineering from a local polytechnic or equivalent. At least three (3) years relevant experience. 	<ul style="list-style-type: none"> Full time/Perm
Principal Technical Executive (FM)	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Support the Facilities Manager in daily Facilities Operations & Maintenance activities/issues. Manage taking over the new construction and facilities. Record and report the defects in new installation and construction. Review and support the testing and commissioning of the new facilities. Manage critical Facilities System administration, performance monitoring & trending review (Building Management System). Ensure the maintenance Specifications are updated and ready in the system. Plan & monitor the Preventive & Corrective Maintenance. Practice Condition-based Maintenance to compliment Preventive Maintenance. Avoid wastage and focus on optimization in FM. Ensure maintenance work shall comply with the relevant Singapore Standards and Code of Practices. Ensure maintenance work shall comply with the company's environment, health, and safety policies. Responsible for the Preventive & Corrective Maintenance work assigned by the Manager. Prepare corrective maintenance work order. Train & support the Technician to prepare simple maintenance work order. Attend/report immediately on major equipment breakdown and equipment not performing to specifications or a building user having problem. Meet with tenants to resolve technical issues raised by the tenants. 	<ul style="list-style-type: none"> Full time/Perm

Job Positions	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Adopt root cause analysis. Constantly monitor the KPIs specified by the Facilities Manager. <p>Job Requirement:</p> <ul style="list-style-type: none"> Degree/Diploma in Electrical Engineering or Facilities Management certifications with at least 3 years of experience Relevant experience in plant facility, building/property management operation & maintenance environment would be advantageous Highly motivated, independent and able to multi-task. 	
Admin Executive cum Receptionist	<p>Job Description:</p> <ul style="list-style-type: none"> Answering telephone enquiries in a prompt, accurate and reliable manner, directing calls and responding to enquiries. Meet and greet visitors in a friendly and helpful manner. Sorting of received mail, posting mail and arranging local/overseas couriers after date-stamp and records all incoming mail/couriers (where necessary). Recording and coordination on the collection of the annual festive hampers and gifts received. Manage the subscription of newspapers and publications including bi-weekly printing of namelist for newspaper collection. Verify and process invoices for AP to arrange payment. To assist with logistics support for VIP visitors' programmes, including assistance to users with inquiries on room setups. Maintaining the office including ordering office supplies and beverages. To co-ordinate on staff's season parking request with Building Management. Managing meeting rooms booking systems and compile the usage to raise billing <p>Job Requirement:</p> <ul style="list-style-type: none"> Min Professional Certificate/Diploma and above with at least 2 years of relevant work experience in similar roles. Experience in an administration role desired, receptionist experience advantageous. Good interpersonal skills and customer service. Resourceful and able to work independently with minimum supervision. Good verbal and written communication skills Strong interpersonal skills. Proficient knowledge of the Microsoft Office suite including Word, Excel, PowerPoint and Outlook preferred. Organised with the ability to manage conflicting timescales and priorities. Knowledge in SAP would be added advantage. 	<ul style="list-style-type: none"> Full time/Perm
Assistant Building Manager cum Fire Safety Manager	<p>Job Description:</p> <ul style="list-style-type: none"> Supervise, plan and organize a team of on-site contractors in carrying out planned and ad-hoc maintenance works. 	<ul style="list-style-type: none"> Full time/Perm

Job Positions	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Investigate, check and analyze reported breakdowns & faults to determine their cause for the prevention of future occurrences. Supervise upgrading projects, if required Ensure contractors carry out works in accordance with contract requirements, including evaluation of contractors' performance and review of contract specifications. Conducting Safety Committee Management meeting with H&S Members on a regular basis including preparation of slides and minutes of meetings. Managing and maintain records of the incidents and all circumstances and events occurring. Conducting and coordinating audits & inspection of laboratories & their supporting facilities including ad-hoc site inspection and drafting of summary report. Formulating and conducting fire emergency plans and evacuation procedures. Ensuring that fire safety requirements stated in the fire emergency plan are complied with at all times. <p>Job Requirement:</p> <ul style="list-style-type: none"> Diploma holder in building maintenance facility/mechanical/electrical/real estate management/ Civil/ Structural. Minimum 3 years in relevant working experience in Facilities Management. Fire Safety Manager certified and experience as a Fire Safety Manager role. 	
Technical Executive (Facilities Mgmt)	<p>Job Description:</p> <ul style="list-style-type: none"> Prepare event orders & update events on digital signage Ensure AV inventories are accounted and in order Setup/teardown of AV Equipment and Handover/Takeover of event space to/from event OIC Assist PPUF on site recce and AV testing Inspect and handover PPUF spaces and report to Event executive for any damages Support of the use and ensuring all the facilities AV equipment is in working condition. Mainly the 4 event Halls, 10 event classrooms and 8 meeting rooms. Conduct inspection of event space after taking over from clients Any adhoc jobs assign by Building Manager. <p>Job Requirement:</p> <ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Full time/Perm
Mechanical & Electrical Engineer	<p>Job Description:</p> <ul style="list-style-type: none"> Develop and propose all Building Systems operations and maintenance related SOPs and work processes (e.g., workflow processes, maintenance schedules, etc). Maintain situational awareness in the Integrated Operations Centre (IOC) during daily operations, man the IOC and monitor the performance, functionality, and alerts displayed on the various monitoring and surveillance systems in the IOC provided by the 	<ul style="list-style-type: none"> Full time/Perm

Job Positions	Key Responsibilities	Working Hours / Location
	<p>Authority. Direct and manage on dispatch of Building System works execution team for responsive/just-in-time Building System works execution.</p> <p>Overall supervision of:</p> <ul style="list-style-type: none"> • The delivery of quality operation and maintenance services in all building engineering systems and specialized building engineering systems performed by the Contractor IFM team and external contractors. • All identified and reported faulty incidents, operational issues, and emergency incidents performed by the Contractor IFM team and external contractors. • All improvement works, replacement works, and maintenance works execution by Contractor IFM team and external contractors. • All IFM feedback and helpdesk management works carried out by the IFM Supervising Officers. <p>Job Requirement:</p> <ul style="list-style-type: none"> • Recognised Tertiary or any Professional Certification in Mechanical Engineering, Electrical Engineering, Building Services, or related discipline (individuals with sufficient working experience will also be considered). • Recognised and valid accreditation in Building Services Management (e.g., Fire Safety Manager (FSM), Water Efficiency Manager (WEM), Green Mark Accredited Professional). • Min 5 years of relevant working experience and managerial role. • Possess good communication, interpersonal, and supervisory skills. • Proficient in MS Office tools and data analytical skills. 	
<p>SJ Facility Manager – Facilities Manager</p>	<p>Job Description:</p> <ul style="list-style-type: none"> • Develop and propose all FM operations and maintenance related SOPs and work processes (e.g., workflow processes, maintenance schedules, etc) with the Authority and Contractor IFM team. • Maintain situational awareness during daily operations, man the IOC and monitor the performance, functionality, and alerts displayed on the various monitoring and surveillance systems in the IOC provided by the Authority. • Direct and manage on dispatch of FM works execution team for responsive/just-in-time FM works execution. • Overall supervision of: • The delivery of FM services performed by the Contractor IFM team and external contractors. • All identified and reported faulty incidents, operational issues, and emergency incidents performed by the Contractor IFM team and external contractors. • All improvement works, replacement works, and maintenance works execution by Contractor IFM team and external contractors. • Utilities Management of the premises and tenants. <p>Job Requirement:</p> <ul style="list-style-type: none"> • Recognised Tertiary or any Professional Certification in Facilities Management, Building Services, or related 	<ul style="list-style-type: none"> • Full time/Perm

Job Positions	Key Responsibilities	Working Hours / Location
	<p>discipline (individuals with sufficient working experience will also be considered).</p> <ul style="list-style-type: none"> Recognised and valid accreditation in Building Services Management (e.g., FSM, WEM, Green Mark Accredited Professional). Min 5 years of relevant working experience and managerial role. Possess good communication, interpersonal and supervisory skills. Proficient in MS Office tools and data analytical skills. 	
Workplace Safety and Health Officer cum Fire Safety Manager	<p>Job Description:</p> <ul style="list-style-type: none"> Report to the Senior Facilities Manager. Oversee and lead the site safety team and subcontractors in the implementation of the company's safety systems. Check, inspect, and manage the maintenance of fire-fighting equipment, participate in table-top exercise, conduct fire drills and fire safety audits, and provide advice on fire-fighting-related matters. Draft and implementation of safety programme. Liaise closely with site operations staff and project manager on all safety and health issues. To supervise safety and promote safe conduct. To inspect and rectify any unsafe place of work. To correct any unsafe practice. Conduct regular safety inspections/audits to identify safety and health hazards and conduct a safety gap analysis. Inspection of site to ensure all facilities and equipment relevant to the maintenance are in proper working condition and do not pose any hazard. Attend any government agencies, insurance companies, auditors etc. Implementation of effective safety management system, preventive measures as well as risk assessment to minimize accidents at the assigned workplace/site.. <p>Job Requirement:</p> <ul style="list-style-type: none"> Degree/Diploma/Higher Nitec in any engineering discipline/building / facilities management or equivalent; At least 2 years of relevant working experience after obtaining WSHO and/or FSM certification; Certified and registered WSH Officer with MOM; Registered and valid FSM certification with SCDF; Good knowledge of Fire Safety Systems and various Code of Practice, Singapore Standards, Building & Fire Regulations, etc.; Good knowledge in emergency preparedness, mitigation and response; Knowledge of ISO related documentation and audits. Excellent team player, good interpersonal skills, and a "can-do" attitude. 	<ul style="list-style-type: none"> Full time/Perm
Project Engineer	<p>Job Description:</p> <ul style="list-style-type: none"> Review and understand the tender documents & requirements. Attend the site show round or briefing to better understand the tender requirements and acknowledge 	<ul style="list-style-type: none"> Full time/Perm

Job Positions	Key Responsibilities	Working Hours / Location
	<p>better understand the site conditions specially the risks consideration.</p> <ul style="list-style-type: none"> • Invite varies contractors to provide quotation. • Check, evaluate and recommend to management the fair and reasonable tender or bill price. • Negotiate with sub-contractors for best price and recommend to management for approval, if the tender is awarded to SMM. • Assist PM to coordinate, supervision & manage project. • Assist the PM to prepare and check project documentation such as Master Schedule, Project Cash flow, MOS, RA, Materials Submission, Quality Plan, etc. These documents maybe prepared by sun-con, however, we will need to check and ensure that the documents are accordance. • Any adhoc jobs assign by Building Manager. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Minimum 5 years of relevant experience with degree in construction. • To plan, manage, communicate, etc. with Client, Consultants, SPs, etc. to ensure the project is in time, budget, costs, etc. • Good communication skills, identify and resolve site issues, documentation, etc; • Good knowledge in project safety requirements, RA, etc.. • Good in Microsoft Software, auto CAD, etc. 	
FM Associate	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Assist Site Supervisor in daily operational works in relation to Building Services scope. • Responsible for deployment of resources. • Liaison with The Employer's Staffs, Tenants and Vendors. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Diploma in Facility Management / Facility Technology or equivalent with at least three (3) years relevant experience Certified Work-at-Height Manager. • Possess valid First Aid License / Certificate. 	<ul style="list-style-type: none"> • Full time/Perm
Admin Assistant (Facilities Management)	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • AA shall response to all cases reported and route out to TCs and AFMs during Mon to Fri from 730am to 630pm and assist the Uploading all field data to centralised computer system. • Tracking progress of all cases reported. • Identify work priorities for all cases reported. • Submission of monthly My campus apps report to Client. • Prepare My Campus apps monthly report to FM. • Assist the FM and OD where assistance is deemed necessary by the management. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • AA shall response to all cases reported and route out to TCs and AFMs during Mon to Fri from 730am to 630pm and assist the Uploading all field data to centralised computer system. • Tracking progress of all cases reported • Identify work priorities for all cases reported • Submission of monthly My campus apps report to Client 	<ul style="list-style-type: none"> • Full time/Perm

Job Positions	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Prepare My Campus apps monthly report to FM • Assist the FM and OD where assistance is deemed necessary by the management. 	
Assistant Project Manager	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Liaise with client's representatives on all site matters with proper documentation. • Ability to deal effectively with all stakeholders including client, consultants and contractor. • Coordinate with relevant parties to manage the progress of the project to make sure that the schedule is kept. • Liaise closely with consultants, contractor and relevant authorities to ensure the smooth execution of project. • Ensure that works are executed in accordance with approved plans/drawings and in accordance with contract specification. • Chair project kick-off meetings, progress meeting and all other project related meetings with clients, consultants and other parties. • Prepare tender document including the estimated price value and specification write up. • Preparation of project progress claim, variation and final accounts. • Any other related duties that may be assigned. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Preferably someone with a Diploma or Degree in the relevant field of study, with a minimum of at least 5 years' experience in project management and have good knowledge of tender and contract management, good understanding of Authority submissions. • Candidate must be able to manage multiple internal and external stakeholders including Consultant and Contractor, and able to work independently and under pressure. 	<ul style="list-style-type: none"> • Full time/Perm
Executive Facilities Manager	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Be responsible for the day-to-day operations of the PSB campus at Marina Square • Plan, execute and supervise all the facilities' management and operational activities • Conduct coordination works for Client • Invite quotations, conduct evaluation for all services, provide recommendation reports and organise and coordinate Corrective Program for repairs and maintenance of the services under our care • Prepare claims and reports <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Candidate to possess Professional Certificate/ Diploma in Estate Management or related disciplines. • Previous experience in managing condominiums, industrial or commercial buildings. 	<ul style="list-style-type: none"> • Full time/Perm
Resident Technical Officer (Architectural)	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • To supervise constructed architectural work accordingly for mixed development project • Minimize abortive work and ready for TOP inspection. <p><u>Job Requirement:</u></p>	<ul style="list-style-type: none"> • Full time/Perm

Job Positions	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> To supervise constructed architectural work accordingly for mixed development project Minimize abortive work and ready for TOP inspection. 	
Resident Engineer (Electrical)	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> In charge of a team of M&E RTOs to supervise Punggol Digital District Project. Able to handle and manage consultant and contractor. Assist client in monitoring contractor progress. Assist consultant to check on shop drawings/ coordination drawings. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> Minimum 10-15 years of relevant experiences supervising big commercial projects. Preferably registered with IES as RE (M&E). Must be fit and healthy as need daily walking and inspections in a vast project site. Good attitude and team worker. 	<ul style="list-style-type: none"> Full time/Perm
Energy Manager	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> To measure, collect data, and verify performance of chilled water system. To provide monthly trending and analysis of chiller consumption data including load profile and maximum demand. To identify potential energy and utility wastages and recommend improvements to be taken. To develop and implement energy policies and energy management programme to improve energy efficiency and utilities consumption. To work with Facilities Manager and Engineers to track monthly utility meter readings and trend analysis for any significant increases / decreases. To support in Green Mark certification including the assessment and audit of indoor air quality (IAQ) parameters, energy audits, and compilation of documents where necessary. To provide monthly reporting of energy management and sustainable initiatives taken. To explore and recommend technologies to improve energy efficiency and sustainability standards. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> Engineering Degree in Mechanical, Electrical or relevant disciplines from a recognized university. Singapore Certified Energy Manager. Demonstrate understanding of Green Facilities Management, technical skills and knowledge in M&E systems, and energy management. 	<ul style="list-style-type: none"> Full time/Perm
Accounts & Admin Support	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Process and reconcile a wide variety of accounting documents. (such as invoices, departmental billings, employee reimbursements, cash receipts, vendor statements). Prepare and process documents to disburse funds, make deposits and prepare reports. Assist with annual budget preparation as required. 	<ul style="list-style-type: none"> Full time/Perm

Job Positions	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Provide secretarial and administrative support in order to ensure effective and efficient office operations. Records, stamps and distributes all incoming mails, and process all outgoing mails. Compiles and maintain essential information like staff list, manpower records, telephone directory and addresses. Compile data from Ops teams when required. <p>Job Requirement:</p> <ul style="list-style-type: none"> Engineering Degree in Mechanical, Electrical or relevant disciplines from a recognized university. Singapore Certified Energy Manager. Demonstrate understanding of Green Facilities Management, technical skills and knowledge in M&E systems, and energy management. 	
Senior Technical Executive (Facilities Management)	<p>Job Description:</p> <ul style="list-style-type: none"> Ensure that and manage contractors on the scheduled maintenance of Lift functions and systems within the building. Ensure Permit to Operate are data mined and ensure its renewal Responsible for the efficient performance of the technicians/vendors in charge of hard engineering services and other supporting scopes. Monitor the timely submission of reports to clients when necessary. Co-ordinate ad-hoc works (maintenance and projects) and ensure routine works are administered on site. <p>Job Requirement:</p> <ul style="list-style-type: none"> Minimum 3 years' relevant post degree/diploma experience in related M&E fields, Fire Protection experience or Facilities Management or its equivalent. Good communication skills to engage users, FMs and clients effectively. Pro-active and also work as a team player since coordination works are required. Good soft skills in MS PowerPoint, MS Excel and good writing skills. 	<ul style="list-style-type: none"> Full time/Perm
Digital Facilities Associate	<p>Job Description:</p> <ul style="list-style-type: none"> Proficient in C&S/ Archi / M&E discipline as well as BIM authoring. Able to understand BIM documentations and As-Built drawings. Creation, coordination and monitoring of 6D BIM development. Coordinate a team of Modellers and monitor the BIM deliverables for Digital Asset Delivery and Management. Run QA/QC for models fit for 6D BIM. Support in operational process digitization and solutioning. Involve in digital and sustainability road mapping, transformation at sites and organizational level. Support in change management with respective end users and associates of different functions. 	<ul style="list-style-type: none"> Full time/Perm

Job Positions	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Support in data analytics interpretation and translation of opportunities into digital use case. Communicates the benefits of these insights to stakeholders and end users, ensuring successful implementation. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> Diploma with 3 years' experience or Degree in Engineering, Building or equivalent (with relevant course in BIM). Must be proficient in Revit, Navisworks and MS Office. Good command of spoken and written English. Highly adaptable, flexible personality who embraces teamwork, but also enjoys working independently. Experience in Data Analytics/ programming will be an added advantage. 	
Executive Project Manager	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> In charge of a team of M&E RTOs to supervise Punggol Digital District Project. Able to handle and manage consultant and contractor. Assist client in monitoring contractor progress. Assist consultant to check on shop drawings/ coordination drawings. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> Minimum 10-15 years of relevant experiences supervising big commercial projects. Preferably registered with IES as RE (M&E). Must be fit and healthy as need daily walking and inspections in a vast project site. Good attitude and team worker. 	<ul style="list-style-type: none"> Full time/Perm