

e2i Built Environment & Sun City Maintenance Pte Ltd Job Fair @Yishun Bus Interchange

JOB LISTING BOOKLET

Date: 23rd October 2024 (Wednesday)

Time: 10am to 4pm



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 Sun City Maintenance Pte Ltd

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| Job Positions | Key Responsibilities / Pre-requisites | Working Hours / Location |
|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| Common Cleaner | <p>Job Description:</p> <ul style="list-style-type: none"> Clean building floors by sweeping, mopping, scrubbing, or vacuuming. Gather and empty debris. <p>Job Requirement:</p> <ul style="list-style-type: none"> Able to walk and stand for 45 minutes continuously. Able to carry load. | <ul style="list-style-type: none"> 6 days 44 hours Full time/ Permanent Locations - 159545 |
| Restroom Cleaner | <p>Job Description:</p> <ul style="list-style-type: none"> Clean toilets by washing, sweeping, mopping, or scrubbing. Gather and empty debris. Replenish toilet rolls, hand towels and hand soap. <p>Job Requirement:</p> <ul style="list-style-type: none"> Able to stand for 45 minutes continuously. Able to carry load. Able to squad to wash toilets. | <ul style="list-style-type: none"> 6 days 44 hours Full time/ Permanent Locations - 159545 |
| Operations Supervisor | <p>Job Description:</p> <ul style="list-style-type: none"> Coach, train and supervise cleaners. Plan cleaning service operations. Manage incident. Operate cleaning machines when required. Handle cleaning chemicals. Ensure productivity, effectiveness, and efficiency. Execute company policies and ensure compliance. Manage HR, supplies, equipment. <p>Job Requirement:</p> <ul style="list-style-type: none"> Relevant certificate. Cleaning experience. Leadership experience. | <ul style="list-style-type: none"> 6 days 44 hours Full time/ Permanent Locations - 159545 |
| Operations Executive | <p>Job Description:</p> <ul style="list-style-type: none"> Forecast, plan, recruit and deploy cleaners to meet the site(s) contractual requirements. Oversee incident management. Represent company in customer relations. Inspect and audit assigned site(s) regularly to maintain and improve performance. Ensure productivity, effectiveness, and efficiency of assigned site(s). Execute company policies at assigned site(s) and ensure compliance. Manage HR, supplies, equipment, and finance of assigned site(s). Forecast, plan and support training of staff of assigned site(s). <p>Job Requirement:</p> <ul style="list-style-type: none"> Relevant certificate. Cleaning experience. Leadership experience. | <ul style="list-style-type: none"> 6 days 44 hours Full time/ Permanent Locations - 159545 |

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| Operations Manager | <p><u>Job Description:</u></p> <ul style="list-style-type: none"> Educate, uphold, and guard company core values and culture across all job sites. Building open and trusting relationships with clients. Manage staff motivation, discipline, development, and performance. Monitor and uphold the cleaning and maintenance quality standards and operating procedures for all jobsites. Ensure effective OJT and upskilling of all operational staff. Oversee the profitability and cost effectiveness of assigned job sites. Plan manpower deployment at various site to meet the contractual requirement of clients. Resolve feedback/complaints from clients and take immediate preventive measures to ensure that similar problems do not recur. Recruit and induct new employees. Ensure all WSH and Safety Compliance Committee requirements are met. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> Relevant diploma/degree. Leadership experience. | <ul style="list-style-type: none"> 6 days 44 hours Full time/ Permanent Locations - 159545 |
| Business Admin Executive | <p><u>Job Description:</u></p> <ul style="list-style-type: none"> Work closely with Business Development (BD) to provide administration support to Business Development and Senior Management. Check and monitor sales opportunities daily. Prepare quotations, follow up on sales orders and tender preparations. Assist BD in drafting proposals for both current and prospective clients. Perform basic customer service functions, like answering questions or responding to enquiries. Maintain and ensure accuracy in sales and customer records. Ensure proper housekeeping and filing of documents and records. Compile monthly sales reports. Manage application and renewal of company's accreditations, ISO certifications and insurance. Coordinate schedules and managing calendars for multiple parties to ensure that activities are properly arranged with no conflicts. Other ad hoc duty as assigned. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> Minimum Diploma/ITE or equivalent in any discipline. Good communication skills. Highly meticulous with an eye for details. Fast worker who can work well under pressure and timeline. Proficient in Microsoft Office. Competencies in IT System is an advantage. | <ul style="list-style-type: none"> 5 days 44 hours Full time/ Permanent Locations - 159949 |