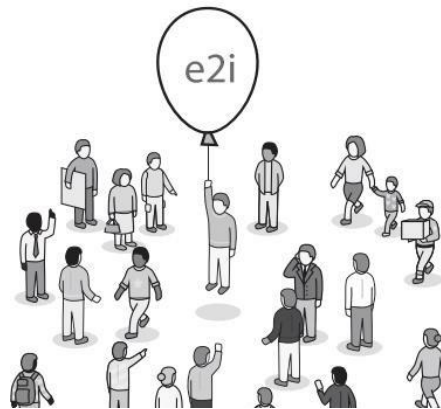


e2i Built Environment Job Fair @ Punggol 21 CC - Multi-purpose Hall,

JOB LISTING BOOKLET



As part of our effort to save the environment, please return this booklet at the exit after you have completed **all** interviews.

Date : 4 May 2024(Saturday)
Time : 10am to 3pm

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 Active Fire Protection Systems Pte Ltd

Active Fire, established since 2001, is a leading total solutions provider for planning, designing, and implementing turnkey fire protection systems.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Project Engineer	<p>Job Description:</p> <ul style="list-style-type: none"> Implement Fire Protection Installation for project, Coordination with stakeholders. <p>Job Requirement:</p> <ul style="list-style-type: none"> ITE/Diploma, no experience needed. 	<ul style="list-style-type: none"> Working Hours: 5.5 days' work week 9am – 6pm (Monday to Friday) 9am-1pm (Saturday)
Project Manager	<p>Job Description:</p> <ul style="list-style-type: none"> Responsible for planning, executing, and closing projects within the specified time frame, budget, and scope. coordinate and oversee all aspects of the project. <p>Job Requirement:</p> <ul style="list-style-type: none"> ITE/Diploma/Degree with 2 years' experience preferred. 	<ul style="list-style-type: none"> Working Hours: 5.5 days' work week 9am – 6pm (Monday to Friday) 9am-1pm (Saturday)
Digitalisation and Innovation Executive	<p>Job Description:</p> <ul style="list-style-type: none"> Driving digital initiatives, implementing innovative strategies, and collaborating with various teams to optimize processes and enhance technological capabilities. <p>Job Requirement:</p> <ul style="list-style-type: none"> Preferred 1 year experience or related education qualification in robotics/automation/VR/AR 	<ul style="list-style-type: none"> Working Hours: 5.5 days' work week 9am – 6pm (Monday to Friday) 9am-1pm (Saturday)
Fire Technician	<p>Job Description:</p> <ul style="list-style-type: none"> Installing, maintaining, and repairing fire protection systems and equipment. <p>Job Requirement:</p> <ul style="list-style-type: none"> Preferred 2 years' experience as a technician. 	<ul style="list-style-type: none"> Working Hours: 5.5 days' work week 9am – 6pm (Monday to Friday) 9am-1pm (Saturday)
Document Controller	<p>Job Description:</p> <ul style="list-style-type: none"> Creating, updating, and maintaining document control procedures and processes. <p>Job Requirement:</p> <ul style="list-style-type: none"> Preferred 2 years' experience. 	<ul style="list-style-type: none"> Working Hours: 5.5 days' work week 9am – 6pm (Monday to Friday) 9am-1pm (Saturday)
Project Support Admin	<p>Job Description:</p> <ul style="list-style-type: none"> Day-to-day administrative tasks, relating to project. <p>Job Requirement:</p> <ul style="list-style-type: none"> No Experience needed. 	<ul style="list-style-type: none"> Working Hours: 3 days' work week
Safety Coordinator	<p>Job Description:</p> <ul style="list-style-type: none"> Developing, implementing, and maintaining safety policies, procedures, and programs. <p>Job Requirement:</p> <ul style="list-style-type: none"> Preferred 2 years' experience. 	<ul style="list-style-type: none"> Working Hours: 5.5 days' work week 9am – 6pm (Monday to Friday) 9am-1pm (Saturday)

#2 ASIA PROJECTS ENGINEERING PTE LTD (APECO)

APECO was founded in Year 1969 and has over decades of experiences in providing integrated solutions services in Engineering, Procurement, Construction, Commissioning, and Maintenance services for variety of important social infrastructures in such industries as Power, Oil & Gas, Petrochemical, Water, Renewable and Waste Management.

Headquartered in Singapore, APECO has a Branch Office in Bangladesh.

APECO has been a member of Kyudenko Corporation Group in Japan since May 2013.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
LORRY DRIVER	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • You shall willingly and diligently carry out all the duties assigned to you from time to time and shall follow the instructions and/or directions of the Company for all cases. • Fetch and send workers from dormitory to site and vice versa. • Performing daily inspection of lorry prior to operation (e.g. oil/water/fuel level check, tyre pressure, oil leakages, and others). • Driving and operation of lorry. • Transporting of material/cargoes as designated. • Ensuring material/cargoes are secured safely prior to transporting. • Handling and returning documents such as transport chit, delivery orders, etc. • Keeping the lorry clean and organized, e.g. ensuring the decking platform is cleared of unwanted materials, etc. • Performing lifting operation safely and confidently with the lorry crane. • Complying with LTA Road Safety and traffic regulations. • Complying with various sites safety regulations and requirements. • To load, unload and transport goods. (As and when required) • To ensure that loaded items are properly latched. • To carry out the tasks as instructed by the respective supervisor in charge. • To ensure that the receiver checks, inspects the goods and signed D.O. Bring back to HQ Store Supervisor or to Site Supervisor. • Able to work as a team in a multicultural environment in a safety manner without any Loss time injury. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Possess a valid Class 3 or 4 driving licence. • Able to work overtime, weekends, and public holidays. • Minimum 2 years of relevant working experience. • Basic knowledge in preventive maintenance of vehicles, safety mindset. • Must be healthy and fit, health check will be conducted prior to employment. • Lorry can be drive home if residential area has long vehicle parking. 	<ul style="list-style-type: none"> • Working Hours • 8am – 6pm (Monday to Friday) • 8am – 5pm (Saturday)

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
<p>FITTER</p>	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Installing and repairing pumps and other equipment, including replacing motors, seals, bearings, and other parts as needed. • Inspecting pumps to determine any issues with wear and tear or damage, using tools such as ultrasonic testing equipment and bubble levels. • Maintaining records of maintenance activities and repair work performed on pumps. • Performing tests on new pumps to ensure they are operating correctly before they are installed into the system. • Troubleshooting problems with pumps or other equipment to determine the cause of malfunctions. • Repairing or replacing seals, bearings, couplings, or other components on pumps. • Installing, maintaining, repairing, and replacing pumps, valves, and other equipment for water treatment plants, power plants, oil refineries, chemical plants, and other industrial facilities. • Repairing or replacing broken pipes, valves, fittings, or other components of a system. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Primary/Secondary School 	<ul style="list-style-type: none"> • Working Hours 8am – 6pm (Monday to Friday) 8am – 5pm (Saturday)
<p>ELECTRICIAN</p>	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Perform troubleshooting and recommend appropriate corrective solutions. • To carry out installation, testing, servicing and troubleshooting of all electrical duties and any other duties assigned by your superiors. • To comply with safety rules and regulations at all times. • Any other duties assigned by the Management as and when necessary. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Candidate must possess at least a Professional Certificate/NiTEC in Electrical Engineering or equivalent. • At least 1 years of relevant working experience. • Able to read simple electrical and control circuitry. • Team player with positive attitude and willing to learn. 	<ul style="list-style-type: none"> • Working Hours 8am – 6pm (Monday to Friday) 8am – 5pm (Saturday)
<p>SUPERVISOR</p>	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Management, Supervising, Maintenance, Servicing, Troubleshooting & overhauling of the rotating and stationary equipment. • Assist Engineer in equipment troubleshooting, enhancements and spare parts Inventory. • Performs test runs and records the data. • Provides feedback and improvement. • Plan and schedule shut down activities to meet client’s date line. • Maintains documents, update schedules, trouble shooting and meeting records. • Maintains and upkeeps tools, gauges and test equipment. • Always looking for way to improve work efficiency. 	<ul style="list-style-type: none"> • Working Hours 8am – 6pm (Monday to Friday) 8am – 5pm (Saturday)

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Constantly look out for ways to improve sustainable operations and care for the environment. • Performs the relevant ad-hoc tasks assigned by immediate supervisor. <p>Job Requirement:</p> <ul style="list-style-type: none"> • NITEC preferable in Mechanical Engineering background • Working locations includes Tuas, Senoko, and Jurong Island area. • If maintenance/ engineering activities must be performed on a weekend/ public holiday/ plant shutdown to minimize production disruption, he or she is required to be present accordingly. 	
ENGINEER	<p>Job Description:</p> <ul style="list-style-type: none"> • Management, Supervising, Maintenance, Servicing, Troubleshooting & overhauling of the rotating and stationary equipment. • Good sense of economic and have a strong entrepreneurship mindset. • Capable of equipment troubleshooting, enhancements and spare parts Inventory. • Performs test runs and records the data. • Provides feedback and improvement. • Plan and schedule shut down activities to meet client’s date line. • Maintains documents and le, data forms, update schedules, trouble shooting and meeting records. • Maintains and upkeeps tools, gauges and test equipment. • Always looking for way to improve work efficiency. • Constantly look out for ways to improve sustainable operations and care for the environment. • Performs the relevant ad-hoc tasks assigned by immediate supervisor. <p>Job Requirement:</p> <ul style="list-style-type: none"> • Minimum Diploma, preferable in Mechanical Engineering background • Working locations includes Tuas, Senoko, and Jurong Island area. • If maintenance/ engineering activities must be performed on a weekend/ public holiday/ plant shutdown to minimize production disruption, he or she is required to be present accordingly. 	<ul style="list-style-type: none"> • Working Hours 8am – 6pm (Monday to Friday) 8am – 5pm (Saturday)

#3 BS Integrated Engineering Pte. Ltd.

BS Integrated Engineering Pte. Ltd. is managed by well experienced licensed plumbers. The company has been registered under BCA in ME12, Grade-L1. We are handling all type of plumbing and sanitary installations and maintenance works in all kind of buildings. Our company's main goals are safe works, customer satisfactions, and quality jobs. We are specialized in underground water leak detection services.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Driver cum plumber	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> All kind of plumbing and sanitary maintenance and installation Including self-driving. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> Driving -Class-3, 2B, Full knowledge in plumbing and sanitary systems. 	<ul style="list-style-type: none"> Working Hours: 8:30am to 5:30pm

4 BIMAGE CONSULTING PTE LTD

IMAGE Consulting is the leading technology company in Digitized Construction. We provide seamless solutions that enhance the value, productivity and quality of Assets and Construction Projects.

Established in 2010, BIMAGE Consulting offers value-added consultation and services in BIM & VDC.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
BIM/CAD Engineer	Job Description: <ul style="list-style-type: none"> Coordinating for Design and Construction. 	<ul style="list-style-type: none"> Working Hours: 44 hours per week
BIM/CAD Modeller	Job Description: <ul style="list-style-type: none"> Model/Drafting for Design and Construction. 	<ul style="list-style-type: none"> Working Hours: 44 hours per week
IT Engineer - Cloud	Job Description: <ul style="list-style-type: none"> Enable Digital adoption for Design and Construction. 	<ul style="list-style-type: none"> Working Hours: 44 hours per week
Software Developer - Cloud	Job Description: <ul style="list-style-type: none"> Program softwares and configuration for Design and Construction. 	<ul style="list-style-type: none"> Working Hours: 44 hours per week
Data Analyst	Job Description: Digital Feasibility study for Design and Construction	<ul style="list-style-type: none"> Working Hours: 44 hours per week

#5 Cleaning Monkeys Pte. Ltd.

Join our exceptional cleaning company dedicated to creating a caring and well-paid workforce. With comprehensive insurance coverage and a commitment to fostering a healthy work environment, we prioritize the well-being of our employees. As advocates for continuous growth, we proudly sponsor courses to enhance skills and career development. Experience the difference of working with a team that values your contributions and prioritizes your safety and success. Join us in creating cleaner spaces and brighter futures. Apply now!

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Lab Attendant	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Maintaining Lab Office <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Possess positive attitude and dedication to work. 	<ul style="list-style-type: none"> • Working Hours 9am to 5.30pm
Stewarding/ Dishwasher (T)	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Dishwashing, Cleaning, Disposal of garbage. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Physical fit. 	<ul style="list-style-type: none"> • Working Hours 10am to 11pm
Stewarding/ Dishwasher (P)	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Dishwashing, Cleaning, Disposal of garbage. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Physical fit. 	<ul style="list-style-type: none"> • Working Hours 10:30am to 10:30pm
Stewarding/ Dishwasher (A)	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Dishwashing, Cleaning, Disposal of garbage. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Physical fit. 	<ul style="list-style-type: none"> • Working Hours 10am to 11pm

#6 Chye Thiam Maintenance Pte Ltd

CTM was founded in 1979 and has grown to be one of Singapore biggest environment and building maintenance companies. Since the conception of the company, our commitment is always to care for the environment that contributes in creating better life. We are honoured to have collaborated with many valuable clientele, including Changi Airport Group, SATS, OCBC, NEA, SMRT, Resort Worlds Sentosa, and many more. We strive to build partnership in delivering the right solution for their needs. Through combination of dedicated people, progressive equipment, we deliver performance to preserve our environment.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Environmental Service Specialist (Part-time)	<p>Job Description:</p> <ul style="list-style-type: none"> General Cleaning and operating of various types of ES machinery and equipment. <p>Job Requirement:</p> <ul style="list-style-type: none"> Completion of 6 WSQ Module by the Company + 1 Confidence Certificate by LHUB. 	<ul style="list-style-type: none"> Min 16 Hours per week
Environmental Service Specialist (Full time)	<p>Job Description:</p> <ul style="list-style-type: none"> To operate various types of ES machinery and equipment to ensure the project sites environmental services are carried out as per customers' requirements. Review and propose continuous improvement initiatives to improve time, cost & quality management through analysis of ES data. <p>Job Requirement:</p> <ul style="list-style-type: none"> Completion of 6 WSQ Module by the Company + 1 Confidence Certificate by LHUB. 	<ul style="list-style-type: none"> 44 hours per week
Supervisor	<p>Job Description:</p> <ul style="list-style-type: none"> To manage assigned team(s) of Cleaners to maintain cleanliness of assigned area. <p>Job Requirement:</p> <ul style="list-style-type: none"> Able to lead and supervise, possess WSQ Supervise Service Operations an advantage. 	<ul style="list-style-type: none"> Working Hours: 0800-1700 1700-2200 0700-1500 1500-2100 2300-0700
Street/ Estate Cleaner (Central Area)	<p>Job Description:</p> <ul style="list-style-type: none"> Perform general cleaning of your assigned areas, adhere to safety regulations as stipulated by the Company and perform duties as assigned by supervisor. <p>Job Requirement:</p> <ul style="list-style-type: none"> General Cleaning and able to withstand adverse weather conditions. 	<ul style="list-style-type: none"> Working Hours: 0700-1700
Night Shift Outdoor Cleaner	<p>Job Description:</p> <ul style="list-style-type: none"> Perform general cleaning of your assigned areas, adhere to safety regulations as stipulated by the Company and perform duties as assigned by supervisor. <p>Job Requirement:</p> <ul style="list-style-type: none"> General Cleaning and able to withstand adverse weather conditions. 	<ul style="list-style-type: none"> Working Hours: 2200-0600
Multi Skilled Cleaner cum Machine Operator	<p>Job Description:</p> <ul style="list-style-type: none"> Manage high-jet pressure flooring and using scrubbing machine. <p>Job Requirement:</p> <ul style="list-style-type: none"> Able to operate machinery. 	<ul style="list-style-type: none"> Working Hours 0700-1500

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Food Handler	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Heat and top up food, display can drinks/beer at the chillers. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> F&B knowledge. 	<ul style="list-style-type: none"> Working Hours 0700-1500, 1500-2100, 2300-0700
Table-Top Cleaner (Full & Part Time)	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Collect & Wash Plates, arrange all the dishes/glasses/cutleries keep at the buffet area. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> Positive attitude & able to work night shift. 	<ul style="list-style-type: none"> Working Hours 0800-1500, 1600-0000, 1700-2100, 1500-2300, 0700-1500

#7 FT Technology Pte Ltd

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Licensed Plumber	<u>Job Description:</u> <ul style="list-style-type: none">• Inspects drainage and other plumbing systems for compliance with local and authorities' regulations. Inspect and conduct water tank maintenance works complying with PUB requirements.• Collaborates with contractors, construction workers, electricians for smooth completion of work. <u>Job Requirement:</u> <ul style="list-style-type: none">• Min sec 4	<ul style="list-style-type: none">• Working Hours: 6 days' work week

#8 JD Waters Pte Ltd

At JD Waters Pte Ltd, we understand that our clients expect not only exceptional service but also the assurance that their projects are executed safely and in accordance with industry best practices. Our certifications, the Biz Safe Star and ISO 45001:2018, provide our customers with the confidence and peace of mind that they are partnering with a company that prioritizes safety, professionalism, and compliance.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
<p>Plumbing and Mechanical Fitting Assistant</p>	<p>Job Description:</p> <ul style="list-style-type: none"> • Assist plumbers and mechanical fitters in various tasks related to the water industry. • Learn and apply plumbing and mechanical fitting techniques under supervision. • Support with installation, repair, and maintenance of water systems and equipment. • Follow safety protocols and regulations at all times. • Communicate effectively with team members and supervisors. <p>Job Requirement:</p> <ul style="list-style-type: none"> • High school diploma or equivalent. • Strong interest in plumbing and mechanical fitting. • Willingness to learn and take direction from experienced professionals. • Basic understanding of tools and equipment used in plumbing and mechanical work. • Ability to work in a team environment and follow instructions accurately. • Good communication skills. 	<ul style="list-style-type: none"> •

#9 Kembla Air-Con (S) Pte Ltd

Design, Supply and Installation & Mechanical System

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Admin Clerk	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • General Office duties. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Team player. • Able to work independently. • Basic computer skills. 	<ul style="list-style-type: none"> • Office hours
Junior Technician	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Air-Con Service. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • NITEC for management facility . 	<ul style="list-style-type: none"> • Full time
Technician	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Air-Con Service. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Servicing and installation air-con 	<ul style="list-style-type: none"> • Full time
Cleaner	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Cleaning Office. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Physical fit 	<ul style="list-style-type: none"> • Part time

#10 Kindly Construction & Services Pte Ltd

Kindly construction & Services Pte Ltd was incorporated in Singapore in 1987. During its formative years, its main business varies from Sanitary and Plumbing work to Design and Build, Major Upgrading works for HDB, SP Group, PUB, MOE, Town Councils, and various entities. Through dedicated hard work and consistent quality service and prudent business decisions, the company has grown to its present size of about two hundred staff.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Account Executives	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Responsible for GL accounting. • Responsible for the financial audit preparation and coordination. • Handle payroll, GST, CPF, IR8A and month end reports. • Processing and Control of AR and AP. • Perform bank reconciliation. • Ensure accurate and timely month-end closing of accounts. • Assist in analysis of accounts. • Able to multi-task and assist in other duties as and when required. • At least a Degree/Diploma in Accountancy / ACCA or equivalent. • Familiar with MYOB software. • Working experience in building construction industries. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Min 3 years of experience • Meticulous, organized and able to meet deadlines. • Diploma in Administration & Management n.e.c. 	<ul style="list-style-type: none"> • Working Hours: 9am to 6pm
Administrative Executives	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Answering customer questions, providing information, taking, and processing orders and addressing complaints. • Positive attitude and proactive in working. • Assist with daily administrative team duties. • Creating spreadsheets, data entry. • Daily tasks include administrative, Co-ordinating with project sites and office support activities. • Assist with project document submissions, claims and preparation of invoices and POs. • Assist with filing, scanning, and photocopying of documents. • Compiling and maintaining records of office business transactions. • Any other ad-hoc duties as required. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Diploma in Administration & Management n.e.c. 	<ul style="list-style-type: none"> • Working Hours: 9am to 6pm
Public Relation Officers	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Managing project hotline & attend to customers' calls. • Handling and resolving conflicts, feedback, complaints pertaining to the project and any other ad-hoc duties as directed. • Experienced in the field of public relations and possess appropriate qualifications likewise. • Effective in both spoken and written in English. • Ensure that matters relating to public relations efforts, complaints and feedback are promptly attended to, and every 	<ul style="list-style-type: none"> • Working Hours: 9am to 6pm

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>case is properly concluded and closed, and all details of the cases documented.</p> <ul style="list-style-type: none"> • Provide admin support to the project team and department to ensure the smooth running of the department operations. • Attend project meetings in relation to PRO duties. • Develop and maintain administrative document control processes for efficient management. • Support the officers and project team in daily admin roles and assist to keep stock of stationary supplies for the department. • Perform data-entry, recording, printing, and filing duties. • Undertake any ad-hoc admin projects/duties as required. <p>Job Requirement:</p> <ul style="list-style-type: none"> • Degree/Diploma: Administration & Management n.e.c. 	
<p>Plumber cum Driver</p>	<p>Job Description:</p> <ul style="list-style-type: none"> • Understand basic plumbing works. • Fetching workers from dormitory to workplace. • Take work orders and complete the job as required. • Help order/purchase fittings required for site work. • Any other ad-hoc duties as required. <p>Job Requirement:</p> <ul style="list-style-type: none"> • Class 3 driving license, Plumbing skills 	<ul style="list-style-type: none"> • Working Hours: 8:30am to 6:30pm
<p>Quantity Surveyor</p>	<p>Job Description:</p> <ul style="list-style-type: none"> • Assist in new tender process, take off quantities for tender. • Main contract and Sub-contract administration. • Settle VO with client and consultant, attend project meetings. • Request for Quotation (RFQ). • Post-tender measurement. • Prepare project budget & costing/S-Curve monitoring. • Prepare main contract progress claim and site evaluation. • Settle contractual issues with client, consultant, and sub-contractor. • Settle final account with client, consultant, and sub-contractor. • Provide support to project division on anything related with Quantity and Cost. • Assist in project management, compiling project reports and documents filing. <p>Job Requirement:</p> <ul style="list-style-type: none"> • Degree in Quantity Survey / Civil Engineering / Building Construction or equivalent. • 2 years of working experience in the local construction industry. • Good interpersonal and communication skills. • Independent, proactive, resourceful, results-oriented and with a good eye for detail. 	<ul style="list-style-type: none"> • Working Hours: 9am to 6pm

#11 Mei De Engineering Pte Ltd

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Licensed Plumber	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Inspects drainage and other plumbing systems for compliance with local and authorities' regulations. Inspect and conduct water tank maintenance works complying with PUB requirements. • Collaborates with contractors, construction workers, electricians for smooth completion of work. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Min sec 4 	<ul style="list-style-type: none"> • Working Hours: 6 days' work week

#12 NKH BUILDING SERVICES PTE LTD

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
<p>Account Assistant</p>	<p>Job Description:</p> <ul style="list-style-type: none"> • Assist in processing financial transactions, including accounts payable and accounts receivable. • Ensuring payments, amounts and records are correct. • Assist in reconciling bank statements and ensuring accuracy of financial data. • Maintain organized and up-to-date records of financial transactions and documentation. • Assist with preparation of financial reports, such as monthly and annual financial statements. • Provide general administrative support including filing, data entry, and document management. • Any other ad-hoc duties assigned. <p>Job Requirement:</p> <ul style="list-style-type: none"> • Minimum Diploma in Accountancy or related fields. • Preferably at least 1-2 year(s) of relevant experience. • Possesses strong analytic and detail-oriented abilities. • Proficient in Microsoft Office (Excel, Word, Power Point). • Able to work independently and complete tasks on deadlines. 	<ul style="list-style-type: none"> • Working Hours: 8:30am to 5:30pm
<p>Purchasing Assistant</p>	<p>Job Description:</p> <ul style="list-style-type: none"> • Request/ source quotation from vendor for each inquiry and negotiate with pricing. • Raise PO and follow up with vendors for timely delivery. • Communicate with external vendors and internal users. • Ensures accuracy of all orders and follow-up (telephone/ email communication) with suppliers. • Work with operations team on material purchasing plan to support the team and ensure continuous material supply. • Build and maintain good relationship with new and existing suppliers. • Provide Management with data and reports related to purchasing activities as and when required. • Any other ad-hoc duties as assigned. <p>Job Requirement:</p> <ul style="list-style-type: none"> • Minimum Diploma in any discipline or equivalent based on past work experience. • Preferably at least 1-2 year(s) experience in purchasing. • Knowledge of sourcing and purchasing activities. • Good interpersonal and communication skills. • Proficient in Microsoft Office (Excel, Word, Power Point). • Able to work independently and complete tasks on deadlines. 	<ul style="list-style-type: none"> • Working Hours: 8:30am to 5:30pm
<p>IT Support Officer</p>	<p>Job Description:</p> <ul style="list-style-type: none"> • Provided daily IT support & troubleshooting problems with all IT-related equipment (E.g. Laptop, phone, printer). • Involved in the company’s new system implementation as well as provide user training to the end-users. • Provide support for in-house application system and software upgrading that includes installation, configuration and troubleshooting of application system problems.. 	<ul style="list-style-type: none"> • Working Hours: 8:30am to 5:30pm

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Any other ad-hoc duties assigned. <p>Job Requirement:</p> <ul style="list-style-type: none"> • Minimum ITE / Diploma in IT with at least 1 - 2 years of relevant work experience in IT related field. • Basic technical knowledge of computer hardware, software, and networking. • Ability to troubleshoot and solve technical issues. • Attention to detail and ability to follow procedures. • Able to work independently and complete tasks on deadlines. 	
<p>Site Engineer</p>	<p>Job Description:</p> <ul style="list-style-type: none"> • Carry out project planning, Scheduling, cost control, good documentation system and project management. • Control and Monitor Work progress and Ensure Work Quality • Ensure Timely & Smooth Progress of Works. • To solve technical problems pertaining to field works. • Generate reports for superiors. • Attending site meetings, inspections and Housekeeping of sites. • Ensure traceability to material, processes and equipment. • Detect Project problems and ensure effective corrective measures are executed. • Any other Ad-hoc Duties required to carry out. <p>Job Requirement:</p> <ul style="list-style-type: none"> • Degree or Diploma in Civil & Engineering or equivalent, recognized universities under the BCA. • Experience in construction/ maintenance company is favorable. • Proficient in Microsoft Office, MS Project, and AutoCAD. 	<ul style="list-style-type: none"> • Working Hours: 8:30am to 5:30pm
<p>FM Coordinator</p>	<p>Job Description:</p> <ul style="list-style-type: none"> • Assist in ensuring proper execution, quality upkeeping and maintenance of general building facilities relating to building services. • Provide project management support for all renovation and development works and ensure that practices implemented are in accordance with company policies and procedures. • Provide support to audit and monitor the prescribed KPIs of the maintenance services rendered by the specialist vendors and outsourced maintenance service provider. • To support, implement and manage as necessary in cyclical and improvement projects. • Any other Ad-hoc Duties required to carry out. <p>Job Requirement:</p> <ul style="list-style-type: none"> • Diploma or Higher Nitec in Building, Property Management, Facilities Management, Architectural Technology, Civil & Structural Engineering or equivalent. • Experience in building finishing works. • General knowledge of M&E building services. • Experience in Plumbing and Sanitary. • Experience in supervision and project management of A&A works. 	<ul style="list-style-type: none"> • Working Hours: 8:30am to 5:30pm

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none">• Knowledge in building maintenance and operations works in compliance with statutory requirements and regulatory and current code of practices.• Conversant in reading and interpreting architectural and M&E schematic drawings.	

#13 Specialists Trade Alliance of Singapore (STAS)

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Senior Executive (Industry Engagement)	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Administration of Accreditation Scheme and related technical work. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> Degree, or Polytechnic diploma (with at least 1 years working experience), preferably in building and construction industry. 	<ul style="list-style-type: none"> Working Hours: 5 days' work week 9am to 6pm
Senior Executive (Industry Liaison)	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Events planning and grant administration. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> Degree, or Polytechnic Diploma (with at least 1 year working experience, preferable in events related experience). 	<ul style="list-style-type: none"> Working Hours: 5 days' work week 9am to 6pm

#14 STACE INTEGRATED BUILDING SERVICES PTE LTD

Having worked in numerous projects, STACE has gained unmatched business and technological expertise. We have built a large knowledge base that we leverage to deliver solutions that meet customer's needs, business and budget expectations.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
SALES CO-ORDINATOR	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Generate leads, achieve sales target. • Client relationship management. • Product knowledge. • Manage sales cycle, actively seek out clients. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Support the sales team. 	<ul style="list-style-type: none"> • Working Hours: 8:30am to 5:30pm

#15 VA Tech Wabag (Singapore) Pte Ltd

Touching millions of lives every day through sustainable water solutions. 99+ years of industry expertise with global presence across 4 continents

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
M&E Technician	<u>Job Description:</u> <ul style="list-style-type: none">Working in PUB Plants doing Service & Maintenance. <u>Job Requirement:</u> <ul style="list-style-type: none">Diploma / Higher NITEC / NITEC in any Profession.	<ul style="list-style-type: none">Working Hours: 8:30am to 5:30pm

#16 WSG ENGINEERING PTE LTD

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
<p>Project Manager (Plumbing & Sanitary)</p>	<p>Job Description:</p> <ul style="list-style-type: none"> • Planning and Organizing: Plan and organize construction projects to ensure efficient and timely execution. • Coordination: Coordinate with various teams, contractors, and stakeholders to manage project resources effectively. • Project Monitoring: Monitor project progress, identify potential issues, and implement solutions to meet project objectives. • Safety and Quality Assurance: Ensure compliance with safety regulations and maintain quality standards throughout the construction process. • Budget and Timeline Management: Manage project budgets and timelines, optimizing costs, and delivering projects within budgetary constraints. • Resource Prediction: Predict resources needed to complete projects successfully. • Contract Negotiation: Negotiate contracts with external vendors to reach profitable agreements. • Material and Equipment Management: Order and manage materials and equipment required for the projects. • Regulatory Compliance: Ensure that all work is done in compliance with relevant building and safety codes. Obtain necessary permits, approvals, and other regulatory prerequisites. • Project Completion: Ensure that projects are completed on time and within budget. • Reporting: Provide regular progress reports to stakeholders and management. • Problem-solving: Address challenges that arise during the construction process and find effective solutions. • Leadership: A team manager provides strong leadership skills to guide the team, set clear objectives, and communicate the vision and mission of the organization. • Support and Motivation: Providing support and motivation to team members boosts morale and encourages them to perform at their best. • Conflict Resolution: Managing conflicts and disputes within the team is essential to maintain a harmonious work environment and foster effective collaboration. • Any other business-related matters assigned by the Management/Head office. <p>Job Requirement:</p> <ul style="list-style-type: none"> • Degree / Diploma in Mechanical Engineering. • Min 8 years of relevant work experience in similar capacity in Plumbing & Sanitary Services. • Proficiency in AutoCAD. Knowledge in BIM will have added advantages. • Able to communicate effectively at all levels. • Ability to work independently in a challenging environment. • 6 days' work week. 	<ul style="list-style-type: none"> • Working Hours: 9am – 6pm (Monday to Friday) 9am to 1pm (Saturday)

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
<p>Site Engineer (Plumbing & Sanitary)</p>	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Project management involving M&E Sanitary & Plumbing. • Documentation of method statement and work procedures. • Review and monitor site construction activities to ensure work completion as scheduled. • Evaluation, cost estimation & analysis for M&E Sanitary & Plumbing. • Preparation of design construction drawings. • Liaison with all parties involved in the project including Local Authorities, Consultants, Architects, Main Contractors, Sub-Contractors & Suppliers. • Manpower arrangement. • Attending meetings including but not limited to site meetings and inspections. • Any other business-related matters assigned by the Management/Head office. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Degree / Diploma in Mechanical Engineering or equivalent. • At least 03 years of relevant work experience in similar capacity in Plumbing & Sanitary Services. • Excellent interpersonal communication skills, innovation and result oriented. • Proficiency in AutoCAD. Knowledge in BIM will have added advantages. • Ability to work independently in a challenging environment. • 6 days' work week. 	<ul style="list-style-type: none"> • Working Hours: 9am – 6pm (Monday to Friday) 9am to 1pm (Saturday),
<p>BIM Modeller & Drafter</p>	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Develop detailed 3D models of building projects using BIM software. • Create precise 2D drawings and construction details adhering to Singapore's regulations. • Collaborate with project stakeholders to integrate their designs into the BIM models. • Identify and resolve clashes or conflicts between different building systems. • Update and maintain BIM models throughout the project lifecycle. • Extract quantity information for cost estimation and construction planning. • Ensure compliance with Singapore's building regulations and standards. • Perform quality checks on BIM deliverables. • Handle the materials submission processes, ensuring accuracy and adherence to specifications. • Manage the project administration including but not limited to supporting tender submission, quotations, purchasing and inventory management. • Support the work done claim process by providing relevant documentation and drawings. • Provide training and support to team members on BIM software usage. • Attend site meetings as required. 	<ul style="list-style-type: none"> • Working Hours: 9am – 6pm (Monday to Friday) 9am to 1pm (Saturday)

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Administrative tasks and ensure the office runs smoothly and work towards a good place to work for the team. • Any other business-related matters assigned by the Management/Head office. <p>Job Requirement:</p> <ul style="list-style-type: none"> • Proficiency in BIM software, particularly Autodesk Revit. • Familiarity with Singapore's BIM practices and workflows. • Strong drafting skills with attention to detail. • Ability to interpret 2D drawings and create accurate 3D models. • Effective communication and collaboration skills. • Problem-solving abilities for clash detection and resolution. • Time management skills to meet project deadlines. • Relevant diploma or degree in architecture, engineering, or drafting preferred. • Possessing relevant work experience in a similar capacity in Plumbing & Sanitary Services is advantageous. • Previous experience in BIM modeling or drafting in the Singapore construction industry is advantageous. • Ability to work independently in a challenging environment. • 6 days' work week. 	
<p>Safety Coordinator</p>	<p>Job Description:</p> <ul style="list-style-type: none"> • Complete plumbing, sanitary, and sewerage construction tasks, actively engaging in hands-on activities as needed for project requirements. • Work closely with the project team to plan and coordinate plumbing and construction tasks. • Supervise and ensure strict compliance with safety regulations and company policies at construction sites. • Conduct regular safety inspections, recognize potential hazards, and apply corrective measures to reduce risks as our business scope widens. • Guide construction crews on safety procedures and best practices, nurturing a safety-focused culture during our company's growth. • Assist in preparing project sites, including but not limited to excavation, groundwork, installing plumbing systems, and related works. • Monitor and maintain the quality of work to meet industry standards and evolving project requirements. • Collaborate with project managers and stakeholders to enhance construction processes and efficiency in line with our company's expanding goals. • Keep accurate records of safety inspections, incidents, and training sessions, supporting our commitment to excellence in all aspects of our work. • Encourage a culture of safety awareness and compliance among construction team members, crucial as our company ventures into broader business scopes. • Support to prepare and review for safety documentations including but not limited to Risk Assessment and Safe Work Procedure for the related job scopes. • Perform other duties as assigned. <p>Job Requirement:</p>	<ul style="list-style-type: none"> • Working Hours: 8am – 5pm (Monday to Saturday),

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Must possess Advanced Certificate in Workplace Safety and Health (Level B) qualification. • Proven experience as a construction worker, particularly in plumbing and sanitary works. • Certification in construction safety or a related field. • In-depth knowledge of plumbing systems, sanitary and sewerage works, and construction processes, with a readiness to adapt to new challenges as our company grows. • Familiarity with relevant safety regulations and standards. • Strong communication and leadership skills to effectively convey safety guidelines to construction teams. • Problem-solving skills and a proactive approach to safety challenges. • Team player mentality with the ability to work collaboratively with diverse project teams. • Physical stamina and ability to perform manual labor and lift heavy objects in various weather conditions. • Dependable, punctual, and capable of working in a team environment. • Willingness to learn and follow instructions from experienced team members. • Adherence to safety regulations and protocols. • Commitment to maintaining a safe and secure work environment during the expansion of our company's business scopes. • 6-days work week. 	
<p>Junior Quantity Surveyor</p>	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Prepare project tender submission including bills of quantities, check tender drawing, material specifications, prepare and submit the P&S plan, shop drawing, & other required documents. • Prepare and submit monthly progress claims, VO, finalization of accounts. • Responsible for measurement of quantities and cost estimation. • Liaise with Managers, Team Members, Customers, Sub-Contractors, and Suppliers. • Purchasing and inventory management. • Administrative tasks and ensure the office runs smoothly and work towards a good place to work for the team. • Perform other duties as assigned. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Diploma/Degree and above in Quantity Surveyor or equivalent. • 1-2 years of working experience in Plumbing & Sanitary trade or related construction field. • Able to work independently with minimum guidance and under pressure to meet tight schedules. • Good team player with strong interpersonal and communication skills. • Proficiency in AutoCAD. • Able to start work immediately is an advantage. • 5.5 days' work week. 	<ul style="list-style-type: none"> • Working Hours: 9am – 6pm (Monday to Friday) 9am to 1pm (Saturday)