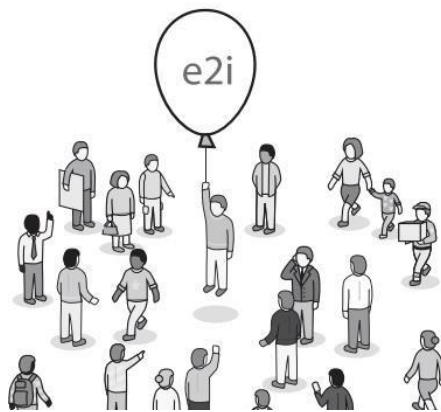


# e2i Built Environment & CBRE PTE LTD Job Fair @e2i Hall 4

Together, Potential Meets Opportunities

## 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: 30 April 2024(Tuesday)**  
**Time: 10am - 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](http://www.e2i.com.sg)

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## #1 CBRE Pte Ltd

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Admin Assistant	<p><b>Job Description:</b></p> <ul style="list-style-type: none"> <li>• Receive residents, visitors, tenants, contractors, workmen, etc. and provide directions and general assistance.</li> <li>• Perform all office administrative duties, including filing of all correspondence, storing and retrieval of old files and records and keeping and updating tenant records.</li> <li>• Receive telephone calls and direct callers to the appropriate officers and provide available information, where required.</li> <li>• Assist in compilation of monthly and quarterly reports and to ensure timely submission.</li> <li>• Preparation of circulars, letters, reports, and other documents assigned expeditiously.</li> <li>• Catalogue and keep records of all necessary information, documents, etc.</li> <li>• Making requisition of management office stationery and maintain inventory.</li> <li>• Handle all inward and outward correspondences.</li> <li>• Manage all facilities' bookings.</li> <li>• Other administrative support and ad-hoc duties as assigned.</li> </ul> <p><b>Job Requirement:</b></p> <ul style="list-style-type: none"> <li>• Nitec / A level / O level / STPM / SPM or other relevant professional certification.</li> <li>• One year's experience in office administration or administrative support work.</li> <li>• Computer literate and proficient in Microsoft Office.</li> <li>• Team player with good interpersonal and communication skills.</li> <li>• Meticulous and well organized to ensure administrative accuracy.</li> <li>• Experience in Property Management / Real Estate industry is an added advantage.</li> <li>• Immediate or short notice candidates are preferred.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 days / week</li> <li>• 44 hours</li> <li>• Full time/ Permanent</li> <li>• Location: Central, East</li> </ul>
Customer Service Officer	<p><b>Job Description:</b></p> <ul style="list-style-type: none"> <li>• Display a good disposition with warm and professional greetings to all those entering the property.</li> <li>• Answers telephone line in professional manner with good phone etiquette.</li> <li>• Maintains accurate records of service requests, logs of service requests and tracks the status.</li> <li>• Responds promptly with accurate and comprehensive information according to the specific request.</li> <li>• Provides administrative assistance to the Property Manager and members of the property management team.</li> <li>• Summons appropriate assistance and makes appropriate notifications in accordance with operating procedures.</li> <li>• Follows security and emergency procedures as defined for the property and responds to emergency situations calmly and efficiently.</li> </ul> <p><b>Job Requirement:</b></p> <ul style="list-style-type: none"> <li>• Minimum O levels or other relevant professional certification.</li> <li>• Experience in customer service or frontline work is a strong advantage.</li> <li>• Good interpersonal and communication skills.</li> <li>• Positive, friendly disposition and customer service orientated.</li> <li>• Attentive to details, well organized and team player.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 days / week</li> <li>• 44 hours</li> <li>• Full time/ Permanent</li> <li>• Location: Central</li> </ul>

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
<p><b>Building Manager</b></p>	<p><b><u>Job Description:</u></b>  <u>Duties and Responsibilities:</u></p> <ul style="list-style-type: none"> <li>• Using independent discretion, responds to tenant needs, ensuring that administrative and building technical staff resolve problems promptly and/or contracts for vendor services as required.</li> <li>• Ensures that services are provided in compliance with policies, procedures, regulations and contractual obligations and standards.</li> <li>• Performs periodic regular property inspections. Based on independent review and assessment, recommends to clients and/or approves on client's behalf the alterations, maintenance and reconditioning as necessary.</li> <li>• Contracts for and supervises vendor services as required.</li> <li>• Manages and gives approval for accurate payment of vendor invoices on behalf of the property owner in compliance with the management agreement and CBRE policies.</li> <li>• Manages the preparation of and gives approvals on accurate tenant billings.</li> <li>• At the owner’s discretion, markets the property, showing space to prospective tenants.</li> <li>• Coordinates tenants move-ins and move-outs, and "walks-through" spaces with tenants and tenant improvement department.</li> <li>• Acts as key contact with property owners to ensure that objectives as being met.</li> <li>• Prepares and delivers timely, accurate and complete reports.</li> <li>• Develops and controls annual budgets for operating and capital expenses based on operating knowledge of the property/portfolio.</li> <li>• Forecasts management plans and prepares monthly performance, explaining variances.</li> <li>• Collects rent and pays expenses in compliance with lease terms.</li> <li>• Obtains account receivable aging reports and independently initiates procedures to address tenant delinquencies.</li> <li>• Prepares all required legal notices.</li> <li>• Recommends and coordinates legal action as necessary.</li> <li>• Develops business relationships through membership and participation in professional, industry/trade and civic organizations.</li> <li>• Execute all areas defined as part of the Real Estate Manager job description duties in the absence of the Real Estate Manager.</li> <li>• Performs other duties as assigned.</li> </ul> <p><u>Supervisory Responsibilities:</u></p> <ul style="list-style-type: none"> <li>• May directly supervise employees and/or indirectly supervise employees in the absence of REM.</li> <li>• Provides oversight of the work of vendors and contractors who are performing services at the properties.</li> <li>• Provides informal assistance such as operational guidance, and/or training to coworkers.</li> <li>• May coordinate and assign tasks to co-workers within a work unit and/or project.</li> </ul> <p><b><u>Job Requirement:</u></b></p> <ul style="list-style-type: none"> <li>• Bachelor's degree (BA/BS) from 4-year college or university and a minimum of 2 - 4 years of related experience and/or training.</li> <li>• Real Estate Salesperson license.</li> <li>• Excellent written and verbal communication skills.</li> <li>• Strong organizational and analytical skills.</li> <li>• Ability to provide efficient, timely, reliable, and courteous service to customers.</li> <li>• Ability to effectively present information.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 days / week</li> <li>• 44 hours</li> <li>• Full time/ Permanent</li> <li>• Location: Central, East</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Requires knowledge of financial terms and principles.</li> <li>• Ability to calculate intermediate figures such as percentages, discounts, and/or commissions.</li> <li>• Conducts basic financial analysis.</li> <li>• Ability to comprehend, analyze, and interpret documents.</li> <li>• Ability to solve problems involving several options in situations.</li> <li>• Requires intermediate analytical and quantitative skills.</li> <li>• Intermediate to advanced skills with Microsoft Office Suite.</li> <li>• Decisions made with understanding of procedures and company policies to achieve set results and deadlines.</li> <li>• Responsible for setting own project deadlines.</li> <li>• Errors in judgment may cause short-term impact to co-workers and supervisor.</li> <li>• Responsible for personal safety and the safety of those who are affected by your work. This includes but is not limited to:               <ul style="list-style-type: none"> <li>○ 1. Complete all required and assigned HSE training at a satisfactory level,</li> <li>○ 2. Follow all activity policies and procedures, including all HSE-related requirements at all times,</li> <li>○ 3. Participate in all HSE-related programs &amp; activities as required, including incident investigations, interviews, auditing and assessment, etc.</li> <li>○ 4. Report any conditions which you feel could result in an accident or injury and / or stop work if required.</li> </ul> </li> </ul>	
<b>Assistant/Condominium Manager</b>	<p><b><u>Job Description:</u></b></p> <ul style="list-style-type: none"> <li>• To support and assist on general administration of all building trade, site staff relating to rostering of duties, discipline, control of performance standards and staff welfare.</li> <li>• Conduct regular inspections of all common areas, equipment, public walkways, external facade etc.</li> <li>• Creating and maintaining good rapport with residents/ council members and responding to feedback through various platforms such as messenger, email and/ or another digital platform.</li> <li>• To review the overall operation of the management office and recommend improvement from time to time.</li> <li>• Attending to all emergency situations.</li> <li>• Constantly check the entire development to ensure prompt removal of all fire hazards, proper functioning of fire escapes, fire doors and obstruction-free access.</li> <li>• Submit recommendations where appropriate, on residents' renovation permits.</li> <li>• Preparation, conducting of Sub-Committee Meeting and preparation of minutes.</li> <li>• To assist in Council Meeting and General Meeting and provide 1st draft of minutes.</li> <li>• Any other duties assigned from time to time.</li> </ul> <p><b><u>Job Requirement:</u></b></p> <ul style="list-style-type: none"> <li>• Degree/ Diploma in a property related field.</li> <li>• Minimum 3 years' experience in a similar role within Residential Property Management.</li> <li>• Strong attention to detail, and a responsive, proactive attitude.</li> <li>• Ability to build relationships at all levels.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 days / week</li> <li>• 44 hours</li> <li>• Full time/ Permanent</li> <li>• Location: Central, East</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
<b>Senior/Property Executive</b>	<p><b><u>Job Description:</u></b></p> <ul style="list-style-type: none"> <li>• Provide financial reporting services and prepare client financial statement packages for CBRE clients and property.</li> <li>• Apply cash and accrual accounting principles to prepare, analyse, maintain, and deliver complete and accurate financial reports in a timely manner.</li> <li>• Undertake financial analysis and variance commentary in monthly reporting packs.</li> <li>• Create and post journal entries; ensure that all expenses, receipts, owner's distributions, funding requests and other transactions for the accounting period have been accurately posted.</li> <li>• Perform month end reconciliations for GL and TB including accruals and prepayments.</li> <li>• Perform bank reconciliations for all bank accounts within the portfolio.</li> <li>• Participate in budgeting and forecasting, for existing or new property and client transitions.</li> <li>• Participate in property tax calculations.</li> <li>• Coordinate and participate in year-end audits for the portfolio.</li> <li>• Maintain property billings including rental, recurring and sundry charges; assist in managing arrears collection.</li> <li>• Process payment runs including funds requests.</li> <li>• Preparation of GST schedules for quarterly lodgments.</li> <li>• Other responsibilities and tasks assigned from time to time.</li> </ul> <p><b><u>Job Requirement:</u></b></p> <ul style="list-style-type: none"> <li>• A minimum of 3-5 years' experience in accounting, finance or related position.</li> <li>• Experience with real estate accounting software (MRI/Yardi) is preferred.</li> <li>• Strong written and verbal communication, as well as organizational and analytical skills.</li> <li>• Able to provide efficient, timely, reliable, and courteous service to customers and effectively present information.</li> <li>• Ability to work independently and possess initiative, and at the same time can thrive in a team environment.</li> <li>• Able to meet various timelines according to portfolio's requirements.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 days / week</li> <li>• 44 hours</li> <li>• Full time/ Permanent</li> <li>• Location: Central, East</li> </ul>
<b>Centre Manager</b>	<p><b><u>Job Description:</u></b></p> <ul style="list-style-type: none"> <li>• Hold regular management meetings with client to report on the activities and management of the Property, as well as to present recommendations relating to their management.</li> <li>• Manage financial matters including monitoring of the income and expenditure of the Property to ensure that these are in line with the annual budget, payment of property tax, etc.</li> <li>• Prepare annual income, expenditure budgets and capital improvement budgets for client's approval within stipulated time frame.</li> <li>• Evaluate, review of maintenance contracts including M&amp;E, cleaning, security, landscaping, pest control for the Property and make recommendations on contract specifications and upgrading standards.</li> <li>• Regular inspections of the Property; identify problems in operational process and bring up any areas of concerns, including any claims, liability or legal process, and improvement plans to the client.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 days / week</li> <li>• 44 hours</li> <li>• Full time/ Permanent</li> <li>• Location: West</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Oversee the preparation of estimates for repair works, works specifications, invitations for quotations, recommendations of award, drafting of contract documents and supervision of works completion.</li> <li>• Handle tenancy management, including coordination with leasing agent, incoming/outgoing tenant, and occupier for smooth handover of premises in accordance with the tenancy agreements.</li> <li>• Enforce the clauses stipulated within the lease agreements, relevant code of practices and statutory acts.</li> <li>• Review and approve tenant's fit-out design/plans to ensure compliance to tenancy agreement, government rules, laws and regulations and no damage would be caused to the Property's fixtures and fittings.</li> <li>• Build and maintain positive relationships with tenants and attend to feedback and complaints.</li> <li>• Liaise with government authorities/ statutory boards, architects, engineers, and other divisions on matters relating to management and maintenance of the Property.</li> <li>• Regularly check the Property to ensure prompt removal of all fire hazards, proper functioning of fire escapes, fire doors and obstruction-free access.</li> <li>• Responsible for other operational management such as car park, security/gantry system, inventory, building fixtures and fittings record.</li> <li>• Attend to emergency situations in the Property.</li> </ul> <p><b>Job Requirement:</b></p> <ul style="list-style-type: none"> <li>• Diploma or Degree in Building / Facilities / Property Management or any relevant discipline with minimum 5 years' experience in similar capacity.</li> <li>• Good analytical skills to assess situations and determine the best course of action.</li> <li>• Strong leadership and stakeholder management to work with client and tenant.</li> <li>• Good communication skills, both verbal and written.</li> <li>• Dynamic, resourceful, self-motivated, and able to work independently.</li> <li>• Commercial building experience will be a strong advantage.</li> </ul>	

#2 CBRE GWS

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
<p><b>Mobile Technician</b></p>	<p><b>Job Description:</b>  <u>Key Responsibilities</u></p> <ul style="list-style-type: none"> <li>Assist to perform the preventive maintenance and corrective work for building services, assets/installations at the client’s premises according to local statutory regulation, HSE, and client’s site-specific requirement, etc.</li> <li>Assist to ensure the completion of work orders within the standard KPI/SLAs and the client’s needs are met.</li> <li>Support dedicated multiple live operated Fuel Station on critical equipment for the purpose of any preventive maintenance/repairs relating to the assigned asset or equipment and other related operating functions, such as housekeeping, security cameras and access controls, etc.</li> <li>Assist to perform regular inspections and inventory of tools, vehicles, and equipment used on the agreed cycle.</li> <li>Assist to close the service requests from customers within the service level agreement.</li> <li>Assist Prepare and submit a timely incident report.</li> <li>Assist in follow-up scheduling of equipment daily/weekly maintenance work or a job request.</li> <li>Make recommendations to the management on ways to improve the facilities.</li> <li>Daily site walks &amp; Survey Management - MT shall do a regularly site walk and raise issue list of sites assigned and capture retailer survey at quarterly basis. Each station shall be visited at least once a month. Ownership is to move towards the mentality "OWNING the site" and ensuring that help needed by retailer are follow through – (Communicate &amp; assist Retailer to expedite L3 WO).</li> <li>Assist with any additional/ad-hoc/OOH duties as assigned by superiors as and when the need arises.</li> <li>Ensure HSSE Goal Zero as priority.</li> </ul> <p><b>Job Requirement:</b>  <u>Technical Knowledge &amp; Experience:</u></p> <ul style="list-style-type: none"> <li>Minimum One year’s experience in building facilities or related environment.</li> <li>Nitec/Diploma holder (Preferred Mechanical / Electrical).</li> <li>Knowledge in Mechanical/Ventilation and Air Conditioning (MVAC) System, Building M&amp;E services functions are an added advantage.</li> <li>Possesses strong leadership and interpersonal skills, self-motivation, problem-solving skills and is able to communicate well at all levels.</li> <li>Must be a team player, have a sense of responsibility to meet objectives of the organization.</li> <li>Hands on experience in mechanical and electrical troubleshooting.</li> </ul> <p><u>Communication:</u></p> <ul style="list-style-type: none"> <li>Excellence in English.</li> <li>Ability to work in a team environment and be independently motivated.</li> <li>Ability to respond effectively to the most sensitive issues.</li> <li>Ability to write and submit monthly technical reports.</li> </ul> <p><u>Qualifications and Education:</u></p> <ul style="list-style-type: none"> <li>Possess at least a NITEC in Electrical or Mechanical Engineering or any related field.</li> <li>Possess a valid Class 3 Singapore Driver’s license is compulsory.</li> </ul>	<ul style="list-style-type: none"> <li>5 days / week</li> <li>44 hours</li> <li>Full time/ Permanent</li> <li>Location: Island wide</li> </ul>



Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
<b>Critical Services Manager</b>	<p><b><u>Job Description</u></b></p> <ul style="list-style-type: none"> <li>• Plans, implements, coordinates, and manages all engineering operations, maintenance, communications, energy management, and manpower development programs for a facility, campus, or portfolio of buildings.</li> </ul> <p><b><u>Essential Duties and Responsibilities:</u></b></p> <ul style="list-style-type: none"> <li>• Manages technical staff, including hiring, training, personnel development.</li> <li>• Manages operations and maintenance for assigned facilities and assists in development of operating and capital budgets.</li> <li>• Assists in operations and maintenance issues, troubleshooting and problem solving as required including all documentation required to fulfil the task.</li> <li>• Recommends/implements improvements for preventive maintenance programs on an on-going basis and develop/maintain effective building-specific maintenance and safety procedure manuals.</li> <li>• Ensure that the maintenance and operations related to engineering are in line with the client requirements.</li> <li>• Coordinates maintenance efforts with outside contractors, tenant personnel and technicians.</li> <li>• Oversee all building systems including fire/life safety, plumbing, HVAC, and electrical issues and must remain current with latest HVAC technology trends.</li> <li>• Maintains on-going communication with tenants, clients, owners, facility management team and vendors.</li> <li>• May assist in solicitation and acquisition of new management contracts and coordinate development of and/or maintain as-built drawings.</li> <li>• Responds to incidents and emergency situations, remotely for all countries and physically in Singapore if needed, (fire, evacuation, equipment failure etc.) and responds to customer concerns.</li> <li>• Provide regular updates to all stage holders based on the approved channel by the client.</li> <li>• Implements and administers inventory control programs/purchase parts and supplies.</li> <li>• Develops specifications and assists in solicitation and administration of maintenance/repair service contracts.</li> <li>• Ensures compliance with applicable codes, requisitions, government agencies and company directives as relates to building operations.</li> <li>• Management of the building power down for all locations including coordinating with the local FMs and the local vendors.</li> <li>• Other duties as assigned by the client, the manager, or the account management team.</li> </ul> <p><b><u>Supervisory Responsibilities:</u></b></p> <ul style="list-style-type: none"> <li>• Provides formal supervision to individual employees within a single functional or operational area.</li> <li>• Approves subordinate's recommendations for staff recruitment, selection, promotion, advancement, corrective action, and termination.</li> <li>• Effectively recommends same for direct reports to next level management for review and approval.</li> <li>• Plans and monitors appropriate staffing levels and utilization of labour, including overtime.</li> <li>• Prepares and delivers performance appraisal for staff which aligns to the account and company goals.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days / week</li> <li>• 40 hours</li> <li>• Full time/ Permanent</li> <li>• Location: South</li> </ul>

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Mentors and coaches team members to further develop competencies. Leads by example and models behaviours that are consistent with the company's values.</li> </ul> <p><b><u>Job Requirement:</u></b></p> <p><u>Qualifications:</u></p> <ul style="list-style-type: none"> <li>• To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</li> </ul> <p><u>Education and Experience:</u></p> <ul style="list-style-type: none"> <li>• Bachelor's degree (BA/BS) from a college or university in human resources or related field is required.</li> <li>• Minimum of 5-7 years required, with 4 years' experience in learning and development related responsibilities, such as needs assessments, program design, and curriculum development, etc.</li> <li>• Real estate industry experience preferred.</li> </ul> <p><u>Communication Skills:</u></p> <ul style="list-style-type: none"> <li>• Excellent written and verbal communication skills.</li> <li>• Strong organizational and analytical skills.</li> <li>• Ability to provide efficient, timely, reliable, and courteous service to customers.</li> <li>• Ability to effectively present information.</li> <li>• Ability to provide excellent internal and external customer service. Strong interpersonal skills.</li> <li>• Ability to write reports, manuals, speeches, and articles using distinctive style.</li> <li>• Ability to work effectively with key employees, top management, and client groups to take desired action.</li> </ul> <p><u>Financial Knowledge:</u></p> <ul style="list-style-type: none"> <li>• Requires advanced knowledge of financial terms and principles.</li> <li>• Ability to calculate intermediate figures such as percentages, discounts, and commissions.</li> <li>• Conducts advanced financial analysis.</li> </ul> <p><u>Reasoning Ability:</u></p> <ul style="list-style-type: none"> <li>• Ability to comprehend, analyse and interpret complex documents.</li> <li>• Ability to solve problems involving several options in situations.</li> <li>• Requires advanced reasoning and quantitative skills.</li> </ul> <p><u>Other Skills and Abilities:</u></p> <ul style="list-style-type: none"> <li>• Advanced skills with Microsoft Office Suite.</li> <li>• Ability to learn and become proficient in the use of company's Learning Management System (LMS).</li> <li>• Must work well under pressure with proactive approach including managing multiple deadlines and changing project scope/direction.</li> <li>• Proficiency in Learning Success Factors, company's Learning Management System (LMS).</li> </ul> <p><u>Scope of Responsibilities:</u></p> <ul style="list-style-type: none"> <li>• Decisions made with thorough understanding of procedures, company policies and business practices to achieve general results and deadlines.</li> <li>• Responsible for setting work unit and/or project deadlines.</li> <li>• Errors in judgment may cause short-term impact to department.</li> </ul>	

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
<p><b>Technical Manager, Learning &amp; Development</b></p>	<p><b><u>Job Description</u></b></p> <ul style="list-style-type: none"> <li>Responsible for managing the development, implementation, and administration of Learning and Development programs to support organizational needs. Consults with business partners to understand learning needs and helps plan and implement all tactical and operational activities related to learning and development.</li> </ul> <p><b><u>Essential Duties and Responsibilities:</u></b></p> <ul style="list-style-type: none"> <li>Manages, strategizes, and prioritizes Learning and Development (L&amp;D) training programs in three key areas: Learning Resources, Content and Curriculum Development, or Learning Platform Operations.</li> <li>Coordinates with Director and department for collaboration to ensure effective outcomes.</li> <li>May supervise the work and performance of L&amp;D staff responsible for creating, administering, and delivering training. Collaborates with Director to establish performance objectives for staff and monitors and reports on accomplishments.</li> <li>Assists in identifying subject matter experts (SMEs) to develop content and design education exercises.</li> <li>Recommends the appropriate delivery methods to optimize knowledge transfer.</li> <li>Develops sound relationships with business leaders, managers, consultants, and trainers.</li> <li>May assess third-party training programs for applicable integration in overall curriculum and program design.</li> <li>Establishes and implements policies and procedures to ensure coordination and delivery of the entire department curriculum.</li> <li>Monitors course and training resource utilization to ensure that department needs are being met.</li> <li>May oversee and audits trainers on their delivery skills.</li> <li>Provides coaching on design and delivery techniques.</li> <li>Research learning industry trends, methodologies, and best practices and integrates those into professional practice. Utilizes advanced knowledge of learning and development to create self-paced recorded training, live training, and additional learning resources, as needed.</li> <li>Creates and delivers concise communication to all levels within department or service line as it relates to training initiatives and programs.</li> <li>Ensures all Learning Management System (LMS) audits procedures are adhered to.</li> <li>Ensures knowledge transfer between team members.</li> <li>Performs other duties as assigned.</li> </ul> <p><b><u>Supervisory Responsibilities:</u></b></p> <ul style="list-style-type: none"> <li>No formal supervisory responsibilities in this position.</li> <li>Coordinates and assigns tasks to co-workers within a work unit and/or project team.</li> <li>Leads project teams and/or plans and supervises assignments of lower-level employees.</li> <li>May have responsibility for identifying training needs, tracking performance, coaching, and motivating a work unit and/or group.</li> </ul> <p><b><u>Job Requirement:</u></b></p> <p><b><u>Qualifications:</u></b></p> <ul style="list-style-type: none"> <li>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed</li> </ul>	<ul style="list-style-type: none"> <li>5 days / week</li> <li>40 hours</li> <li>Full time/ Permanent</li> <li>Location: Central</li> </ul>

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>below are representative of the knowledge, skill, and/or ability required.</p> <ul style="list-style-type: none"> <li>Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</li> </ul> <p><u>Education and Experience:</u></p> <ul style="list-style-type: none"> <li>Bachelor's degree (BA/BS) from a college or university in human resources or related field is required.</li> <li>Minimum of 5-7 years required, with 4 years' experience in learning and development related responsibilities, such as; needs assessments, program design, and curriculum development, etc.</li> <li>Real estate industry experience preferred.</li> <li>Communication Skills:                             <ul style="list-style-type: none"> <li>Excellent written and verbal communication skills.</li> <li>Strong organizational and analytical skills.</li> </ul> </li> <li>Ability to provide efficient, timely, reliable, and courteous service to customers.</li> <li>Ability to effectively present information.</li> <li>Ability to provide excellent internal and external customer service.</li> <li>Strong interpersonal skills.</li> <li>Ability to write reports, manuals, speeches, and articles using distinctive style. Ability to work effectively with key employees, top management, and client groups to take desired action.</li> <li>Financial Knowledge:                             <ul style="list-style-type: none"> <li>Requires advanced knowledge of financial terms and principles.</li> <li>Ability to calculate intermediate figures such as percentages, discounts, and commissions.</li> <li>Conducts advanced financial analysis.</li> </ul> </li> <li>Reasoning Ability:                             <ul style="list-style-type: none"> <li>Ability to comprehend, analyze and interpret complex documents.</li> <li>Ability to solve problems involving several options in situations.</li> <li>Requires advanced reasoning and quantitative skills.</li> </ul> </li> </ul> <p><u>Other Skills and Abilities:</u></p> <ul style="list-style-type: none"> <li>Advanced skills with Microsoft Office Suite.</li> <li>Ability to learn and become proficient in the use of company's Learning Management System (LMS).</li> <li>Must work well under pressure with proactive approach including managing multiple deadlines and changing project scope/direction.</li> <li>Proficiency in Learning Success Factors, company's Learning Management System (LMS).</li> </ul> <p><u>Scope of Responsibility:</u></p> <ul style="list-style-type: none"> <li>Decisions made with thorough understanding of procedures, company policies and business practices to achieve general results and deadlines.</li> <li>Responsible for setting work unit and/or project deadlines.</li> <li>Errors in judgment may cause short-term impact to department.</li> </ul>	
<p><b>Maintenance Technician</b></p>	<p><u>Job Description</u></p> <ul style="list-style-type: none"> <li>Perform ongoing preventive maintenance and repairs on mechanical, electrical, and other building systems.</li> <li>Conduct routine maintenance inspections, diagnose potential problems, and make repairs.</li> <li>Assist with the installation and modification of building equipment and systems.</li> <li>Review assigned work orders and partner with available systems to track completion.</li> <li>Support energy management by ensuring all building systems are operating efficiently.</li> </ul>	<ul style="list-style-type: none"> <li>5 days / week</li> <li>44 hours</li> <li>Full time/ Permanent</li> <li>Location: Central, East</li> </ul>

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Inspect existing installations to compliance with building codes and safety regulations.</li> <li>• Use existing procedures to solve straightforward problems.</li> <li>• Exchange straightforward information in a clear, concise manner.</li> <li>• Impact team through defined duties, methods and tasks as described in detail.</li> <li>• Deliver own output by following defined procedures and processes under close supervision and guidance.</li> </ul> <p><b>Job Requirement:</b></p> <ul style="list-style-type: none"> <li>• High School Diploma, GED, or trade school diploma with 1-2 years of job-related experience. In lieu of a diploma, a combination of experience and education will be considered.</li> <li>• Meet the physical requirements of this role including stooping, standing, walking, climbing stairs/ladders, and the ability to lift/carry heavy loads of 50 lbs. or more.</li> <li>• Ability to follow basic work routines and standards in the application of work.</li> <li>• Communication skills to exchange straightforward information.</li> <li>• Working knowledge of Microsoft Office products. Examples include Word, Excel, Outlook, etc.</li> <li>• Strong organizational skills with an inquisitive mindset.</li> </ul>	
<p><b>Building Engineer</b></p>	<p><b>Job Description</b></p> <p><u>Responsibilities:</u></p> <ul style="list-style-type: none"> <li>• Utilizes advanced skills to perform complex preventive maintenance and corrective repair of buildings, industrial systems, vehicles, equipment, and grounds.</li> <li>• Working under limited supervision, monitors building system operations and performance. Utilizes several trade skills such as carpentry, plumbing, electrical, painting, roofing, heating, and cooling.</li> </ul> <p><u>Essential Duties and Responsibilities:</u></p> <ul style="list-style-type: none"> <li>• Complies with all applicable codes, regulations, governmental agency, and Company directives related to building operations and work safety.</li> <li>• Inspects building systems including fire alarms, HVAC, and plumbing to ensure operation of equipment is within design capabilities and achieves environmental conditions prescribed by client.</li> <li>• Oversees and inspects the work performed by outside contractors.</li> <li>• Contracted work includes landscaping, snow removal, remodeling, HVAC, plumbers, and cleaning.</li> <li>• Performs assigned repairs, emergency, and preventive maintenance. Completes maintenance and repair records as required.</li> <li>• Reviews assigned work orders.</li> <li>• Estimates time and materials needed to complete repair. Orders necessary materials and supplies to complete all tasks.</li> <li>• Maintains an energy management program to ensure measures are taken to operate all systems in the most efficient manner to keep operating costs at a minimum.</li> <li>• Maintains the building lighting system, including element and ballast repairs or replacements.</li> <li>• Performs welding, carpentry, furniture assembly and locksmith tasks as needed.</li> <li>• Responds quickly to emergency situations, summoning additional assistance as needed.</li> <li>• Performs other duties as assigned.</li> </ul> <p><u>Supervisory Responsibilities:</u></p>	<ul style="list-style-type: none"> <li>• 5 days / week</li> <li>• 44 hours</li> <li>• Full time/ Permanent</li> <li>• Location: Souths</li> </ul>

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>• No formal supervisory responsibilities in this position.</li> <li>• May provide informal assistance such as technical guidance and/or training to coworkers.</li> <li>• May coordinate work and assign tasks.</li> </ul> <p><b><u>Job Requirement:</u></b></p> <p><u>Qualifications:</u></p> <ul style="list-style-type: none"> <li>• To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</li> </ul> <p><u>Education and Experience:</u></p> <ul style="list-style-type: none"> <li>• High school diploma or general education degree (GED) and a minimum of 4 years of related experience and/or trade school training.</li> </ul> <p><u>Certificates and/or Licenses:</u></p> <ul style="list-style-type: none"> <li>• Universal CFC certification preferred.</li> <li>• Additional certification in one or more of the following: electrical, mechanical, HVAC and refrigeration systems, process controls, mechanical power transmissions, painting, plumbing, carpentry, or engine repair.</li> <li>• Certifications/licenses as may be required by local or state jurisdictions.</li> </ul> <p><u>Communication Skills:</u></p> <ul style="list-style-type: none"> <li>• Ability to comprehend and interpret instructions, short correspondence, and memos and ask clarifying questions to ensure understanding.</li> <li>• Ability to write routine reports and correspondence.</li> <li>• Ability to respond to common inquiries or complaints from clients, co-workers, and/or supervisor.</li> <li>• Ability to effectively present information to an internal department and/or large groups of employees.</li> </ul> <p><u>Financial Knowledge:</u></p> <ul style="list-style-type: none"> <li>• Requires basic knowledge of financial terms and principles.</li> <li>• Ability to calculate simple figures such as percentages.</li> </ul> <p><u>Reasoning Ability:</u></p> <ul style="list-style-type: none"> <li>• Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.</li> <li>• Requires intermediate analytical skills.</li> </ul> <p><u>Other Skills and Abilities:</u></p> <ul style="list-style-type: none"> <li>• Uses personal computer and / or PDA for work order system, email, ESS and training. Basic skills with Microsoft Office Outlook.</li> <li>• Physical requirements include stooping, standing, walking, climbing stairs / ladders and ability to lift / carry heavy loads of 50 lbs. or more.</li> </ul> <p><u>Scope of Responsibilities:</u></p> <ul style="list-style-type: none"> <li>• Decisions made with general understanding of procedures and company policies to achieve set results and deadlines.</li> <li>• Errors in judgment may cause short-term impact to co-workers and supervisor.</li> </ul> <p><u>Safety:</u></p> <ul style="list-style-type: none"> <li>• Responsible for personal safety and the safety of those who are affected by your work. This includes but is not limited to:                         <ul style="list-style-type: none"> <li>○ 1. Complete all required and assigned HSE training at a satisfactory level.</li> </ul> </li> </ul>	

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>○ 2. Follow all activity policies and procedures, including all HSE-related requirements at all times.</li> <li>○ 3. Participate in all HSE-related programs &amp; activities as required, including incident investigations, interviews, auditing and assessment, etc.</li> <li>○ 4. Report any conditions which you feel could result in an accident or injury and / or stop work if required.</li> </ul>	
<p><b>Facilities Coordinator</b></p>	<p><b><u>Job Description:</u></b></p> <ul style="list-style-type: none"> <li>• The purpose of this position is to provide assistance to Facility Management team in completion of multiple functions of building operations and maintenance for an office, campus, or portfolio of buildings.</li> </ul> <p><b><u>Essential Duties and Responsibilities:</u></b></p> <ul style="list-style-type: none"> <li>• Receives and directs incoming calls to appropriate personnel and voicemail.</li> <li>• Handle inward and outward mail and deliveries efficiently and maintain record for tracking.</li> <li>• Greets and announces clients, applicants, and visitors.</li> <li>• Management of office access cards. Custodian of all master office keys for security purposes.</li> <li>• Follows security procedures for recording guests, suppliers, and other visitors.</li> <li>• Arrange escorts as needed. Issues visitor passes and validates parking.</li> <li>• Assists with scheduling and preparing meeting and conference rooms.</li> <li>• Coordinates setup of conference/meetings rooms.</li> <li>• Arranges for and reserves projectors and other meeting equipment, ensuring equipment is in good operating condition. Arranges video and/or web conferencing as needed.</li> <li>• Coordinates catering for meetings and events.</li> <li>• May negotiate pricing and menus.</li> <li>• Secures approvals for catering expenses and reviews invoices to arrange billing to appropriate department or business unit.</li> <li>• Performs general clerical duties associated with distributing office faxes, packages and mail as required.</li> <li>• Uses tracking systems to record inbound and outbound courier, freight, and mail.</li> <li>• Meters mail. Arranges messenger service as needed.</li> <li>• Follows location security procedures for screening inbound deliveries.</li> <li>• Orders office supplies and other common use items for the location, such as café supplies, equipment toner, printer paper, freight, and shipping supplies etc.</li> <li>• Maintains neat appearance reception area, conference rooms café and other common areas.</li> <li>• Requests building and housekeeping services as needed.</li> <li>• Periodically inspects common area equipment to ensure good operating condition.</li> <li>• Arranges equipment service as needed.</li> <li>• Maintains records and logs of service requests and tracks their status.</li> <li>• Maintains a file of services including transportation sources, accommodations, and referral contacts.</li> <li>• May arrange convenience/hospitality services for guests such as transportation, tickets, reservations, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days / week</li> <li>• 40 hours</li> <li>• Full time/ Permanent</li> <li>• Location: Central, East</li> </ul>



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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Oversees and/or coordinates maintenance/repair work assignments performed by technicians, vendors and contractors performing building maintenance, greenery, pest control and janitorial work.</li> <li>• Responds to client inquiries and complaints.</li> <li>• Ensures timely and quality service delivery to clients.</li> <li>• Follows up with clients to ensure customer satisfaction.</li> <li>• Performs facilities inspections and prepares reports.</li> <li>• Ensure office equipment and facilities are well maintained and renewals are in place.</li> <li>• Work with EHS to ensure office safety and management is place.</li> <li>• May coordinate and manage move, add, and change activities.</li> <li>• Assists in the preparation of operating and capital budgets.</li> <li>• Manages vendor relationships and trains vendors on work order and billing procedures.</li> <li>• Processes invoices and ensures proper cost centre coding.</li> <li>• Creates work orders and assigns work orders to multiple technicians, subcontractors, and vendors.</li> <li>• Communicates work orders to technicians and assists management in resolving problems.</li> <li>• Provides reports on open and closed work orders and checks status with the appropriate technician or vendor.</li> <li>• Maintains files on work orders, proposals, and department files.</li> <li>• Creates vendor files and checks accuracy on completed paperwork submitted by vendors.</li> <li>• Uses pc and/or PDA for work order system, email, ESS, and training.</li> <li>• Assist with process and procedure training.</li> <li>• Other duties may be assigned by the line manager.</li> <li>• Could accept travel and relocation arrangement.</li> </ul> <p><b>Job Requirement:</b></p> <p><u>Qualifications:</u></p> <p><u>Supervisory Responsibilities:</u></p> <ul style="list-style-type: none"> <li>• May provide informal assistance such as technical guidance and/or training to coworkers.</li> <li>• May coordinate work and assign tasks.</li> </ul> <p><u>Qualifications:</u></p> <ul style="list-style-type: none"> <li>• To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.</li> <li>• The requirements listed below are representative of the knowledge, skill, and/or ability required.</li> <li>• Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</li> </ul> <p><u>Education and Experience:</u></p> <ul style="list-style-type: none"> <li>• High school diploma or general education degree (GED).</li> <li>• Minimum of 4 years of related progressive experience and/or training.</li> </ul> <p><u>Communication Skills:</u></p> <ul style="list-style-type: none"> <li>• Ability to comprehend and interpret instructions, short correspondence, and memos and ask clarifying questions to ensure understanding.</li> <li>• Ability to write routine reports and correspondence.</li> <li>• Ability to respond to common inquiries or complaints from clients, co-workers, and/or supervisor.</li> <li>• Ability to effectively present information to an internal department and/or large groups of employees.</li> </ul> <p><u>Financial Knowledge:</u></p>	



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	<ul style="list-style-type: none"> <li>• Requires basic knowledge of financial terms and principles. Ability to calculate simple figures such as percentages.</li> </ul> <p><u>Reasoning Ability:</u></p> <ul style="list-style-type: none"> <li>• Ability to understand and carry out general instructions in standard situations.</li> <li>• Ability to solve problems in standard situations.</li> <li>• Requires basic analytical skills.</li> </ul> <p><u>Other Skills and/or Abilities:</u></p> <ul style="list-style-type: none"> <li>• Intermediate skills with Microsoft Office Suite, Outlook, and intranet/internet.</li> <li>• Ability to use work order system.</li> </ul> <p><u>Scope of Responsibilities:</u></p> <ul style="list-style-type: none"> <li>• Decisions made with general understanding of procedures and company policies to achieve set results and deadlines.</li> <li>• Errors in judgment may cause short-term impact to co-workers and supervisors.</li> </ul>	
<p><b>Facilities Manager</b></p>	<p><b><u>Job Description:</u></b></p> <ul style="list-style-type: none"> <li>• Develops and maintains positive client relationships.</li> <li>• Conducts client meetings on unresolved facility issues in an expeditious and professional manner.</li> <li>• Communicates to clients regarding property profiles, emergency preparedness plans, site inspections, facility audits, work order progress reports, and other related reports.</li> <li>• Manages and coaches’ facilities staff to deliver excellent service levels for the client within budget.</li> <li>• Researches and implements new processes and technology to improve operational efficiency.</li> <li>• Develops and recommends strategic facility management objectives for clients. Reviews various budget reports for multiple facilities.</li> <li>• Develops environmental health and safety procedures for facilities. These procedures include emergency action plans, disaster recovery, business continuity, and other related procedures.</li> <li>• Responsible for facility inspections for quality assurance on a periodic basis.</li> <li>• Ensures facility procedures comply with local, state, and federal regulations.</li> <li>• Produces and maintains various facility management reports.</li> <li>• Oversees management of capital projects.</li> <li>• Prepares and manages departmental budget.</li> <li>• Other duties may be assigned.</li> </ul> <p><b><u>Job Requirement:</u></b></p> <p><u>Education and Experience:</u></p> <ul style="list-style-type: none"> <li>• High school diploma or general education degree (GED) required. Minimum of 6 years of related experience and/or training. Bachelor's degree preferred with focus on business, technical or management areas. Prior Supervisory experience required.</li> </ul> <p><u>Certificates and/or Licenses:</u></p> <ul style="list-style-type: none"> <li>• Facility Management certification preferred.</li> <li>• Driver's license may be required.</li> </ul> <p><u>Communication Skills:</u></p> <ul style="list-style-type: none"> <li>• Ability to comprehend, analyze, and interpret the most complex business documents.</li> <li>• Ability to respond effectively to the most sensitive issues.</li> <li>• Ability to write reports, manuals, speeches, and articles using distinctive style.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days / week</li> <li>• 40 hours</li> <li>• Full time/ Permanent</li> <li>• Location: Island wide</li> </ul>

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Ability to make effective and persuasive presentations on complex topics to employees, clients, top management and/or public groups.</li> <li>• Ability to motivate and negotiate effectively with key employees, top management, and client groups to take desired action.</li> </ul> <p><u>Financial Knowledge:</u></p> <ul style="list-style-type: none"> <li>• Requires in-depth knowledge of financial terms and principles. Ability to calculate complex figures.</li> <li>• Ability to forecast and prepare budgets.</li> <li>• Conducts financial/business analysis including the preparation of reports.</li> </ul> <p><u>Reasoning Ability:</u></p> <ul style="list-style-type: none"> <li>• Ability to solve advanced problems and deal with a variety of options in complex situations.</li> <li>• Requires expert level analytical and quantitative skills with proven experience in developing strategic solutions for a growing matrix-based multi-industry sales environment.</li> <li>• Draws upon the analysis of others and makes recommendations that have a direct impact on the company.</li> </ul> <p><u>Other Skills and Abilities:</u></p> <ul style="list-style-type: none"> <li>• Intermediate skills with Microsoft Office Suite, Outlook, intranet/internet.</li> <li>• Ability to use work order system. Working knowledge of architectural, electrical, and mechanical systems.</li> <li>• Working knowledge of leases, contracts and related documents.</li> </ul>	
<p><b>Building Engineer</b></p>	<p><b><u>Job Description:</u></b></p> <ul style="list-style-type: none"> <li>• Inspects building systems including fire alarms, HVAC, and plumbing to ensure operation of equipment is within design capabilities and achieves environmental conditions prescribed by client.</li> <li>• Oversees and inspects the work performed by outside contractors. Contracted work includes landscaping, HVAC, plumbers, and cleaning.</li> <li>• Responsible for the planning, coordination and execution of annual shut down.</li> <li>• Responsible for the planning and execution of corrective/ preventive maintenance programmers.</li> <li>• Improving the efficiency of the operational processes, innovating and implementing systems improvement on energy conservation.</li> <li>• Perform risk assessment and evaluate content of maintenance plans in CMMS (computerized maintenance management system) including methods, maintenance frequencies, resources, spares, and tools needed.</li> <li>• Determine material, equipment, tools, and spare parts to be used for maintenance jobs.</li> <li>• Mentor and coach maintenance engineers and technicians.</li> <li>• Liaise with government authorities on M&amp;E initiatives for compliance.</li> <li>• Review and recommend Standard Operation Procedure (SOP) and propose changes for review.</li> <li>• Assist on audit requirements.</li> <li>• Any other tasks, when required by Facilities Manager.</li> </ul> <p><b><u>Job Requirement:</u></b></p> <ul style="list-style-type: none"> <li>• Bachelor’s degree in mechanical engineering or related studies.</li> <li>• Min 5 years of experience in manufacturing and life science facilities.</li> <li>• Working experience in clean room or critical environment preferred.</li> <li>• Strong Mechanical and Electrical knowledge and skills.</li> <li>• Must have good communication and leadership skills.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 days / week</li> <li>• 44 hours</li> <li>• Full time/ Permanent</li> <li>• Location: Island wide</li> </ul>

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Ability to establish and maintain effective working relationships with co-workers, managers, and clients.</li> <li>• Flexible to work on 5.5 work week.</li> </ul>	
<p><b>Facilities Coordinator</b></p>	<p><b><u>Job Description:</u></b></p> <ul style="list-style-type: none"> <li>• Respond to client inquiries and concerns. Ensure timely and quality service delivery to clients. Follow up with clients to ensure customer satisfaction.</li> <li>• Create work orders and assigns work orders to technicians, subcontractors, and vendors.</li> <li>• Communicate work orders and assist management in resolving problems.</li> <li>• Ensure work orders issued are closed in time with customer satisfaction.</li> <li>• Maintain and check for accuracy on completed paperwork submitted by vendors.</li> <li>• Train vendors on the work order and billing procedures.</li> <li>• Process purchase orders and invoices and ensure proper cost center coding.</li> <li>• Managing contracts such as janitorial, landscaping and M&amp;E includes holding monthly supplier meetings and completing monthly supplier measurements within an agreed timescale.</li> <li>• Manage building maintenance and all contractors who carry out work on site.</li> <li>• Liaise, report and log defects over and above minor rectification, work with M&amp;E engineers to ensure PPM is carried out to schedule.</li> <li>• Ensure the Annual Plan is maintained at all times to identify when statutory works, meetings and other key events are being carried out.</li> <li>• Conduct inspections of the facility and act on findings identified during the building and workplace inspections.</li> <li>• Log helpdesk calls for contractor faults and required improvements.</li> <li>• Escalate urgent issues identified through to the Facilities Manager</li> <li>• Provide assistance with basic office moves and work with the project team during on-site projects, providing assistance where necessary.</li> <li>• Maintain and actively work on the account filing system, keeping it up to date and accurate.</li> <li>• Raise purchase orders as required and ensure that financial processes are adhered to at all times.</li> <li>• Complete supplier measurements within the agreed timescales.</li> <li>• Escalate issues and action plan.</li> <li>• Ensure maintenance is carried out in line with procedures, using the permit to work system where applicable.</li> <li>• Continually communicate building issues to end users, clients, and management team.</li> <li>• Work with and support other members of the FM team.</li> <li>• Other duties may be assigned.</li> </ul> <p><b><u>Job Requirement:</u></b></p> <ul style="list-style-type: none"> <li>• Minimum Diploma or general education degree (GED) and a minimum of 3 years of related experience and/or trade school training. Or equivalent combination of education and experience.</li> <li>• Ability to comprehend and interpret instructions, short correspondence, and memos and ask clarifying questions to ensure understanding.</li> <li>• Ability to write routine reports and correspondence.</li> <li>• Ability to respond to common inquiries or complaints from clients, co-workers, and/or supervisor.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 days / week</li> <li>• 44 hours</li> <li>• Full time/ Permanent</li> <li>• Location: Island wide</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Ability to calculate simple figures such as percentages.</li> <li>• Must have good communication and leadership skills.</li> <li>• Ability to establish and maintain effective working relationships with co-workers, managers, and clients.</li> </ul>	
<b>Maintenance Technician</b>	<p><b>Job Description:</b></p> <ul style="list-style-type: none"> <li>• Complies with all applicable codes, regulations, governmental agency, and Company directives related to building operations and work safety.</li> <li>• Performs assigned day-to-day repairs, emergency, and preventive maintenance.</li> <li>• Completes maintenance and repair records as required.</li> <li>• Reviews assigned work orders.</li> <li>• Estimates time and materials needed to complete repair.</li> <li>• Orders necessary materials and supplies to complete all tasks.</li> <li>• Assists with installation and modification of building equipment systems.</li> <li>• Assists with troubleshooting and repairs of buildings and installed systems to include plumbing systems, kitchen equipment, roofs, drains, shop, and HVAC.</li> <li>• Inspects new installation for compliance with building codes and safety regulations.</li> <li>• Maintains lighting systems throughout the facility, cleaning fixtures and replacing bulbs and lamps.</li> <li>• Maintains grounds of facility or property performing such tasks as raking, sweeping, leaf blowing or snow removal.</li> <li>• Performs welding, carpentry, furniture assembly and locksmith tasks as needed.</li> <li>• Responds quickly to emergency situations, summoning additional assistance as needed.</li> <li>• Performs other duties as assigned.</li> </ul> <p><b>Job Requirement:</b></p> <ul style="list-style-type: none"> <li>• Higher NITEC in Mechanical / Electrical Engineering or related studies.</li> <li>• Minimum 1 year of relevant experience.</li> <li>• Able to work in a team .</li> <li>• Ability to establish and maintain effective working relationships with co-workers, managers and clients.</li> <li>• Flexible to work on 5.5 work week.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 days / week</li> <li>• 44 hours</li> <li>• Full time/ Permanent</li> <li>• Location: Island wide</li> </ul>
<b>Receptionist</b>	<p><b>Job Description:</b></p> <ul style="list-style-type: none"> <li>• Delivers great experience at the highest level of hospitality services, meeting customer needs and exceeding expectations, maintaining standards, elevating delight and removing obstacles.</li> <li>• Ensure employee engagement (meet and greet) and provide end user support based on their needs (human engagement).</li> <li>• 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.</li> <li>• 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.</li> <li>• Assess that the visitor space is functional, with proper office equipment, phone, furniture, and where not, escalate appropriately.</li> <li>• Ensure all internal &amp; external meeting rooms are kept clean and tidy and are ready to be used.</li> </ul> <p><u>Reception and Visitor Management activities include:</u></p>	<ul style="list-style-type: none"> <li>• 5 days / week</li> <li>• 40 hours</li> <li>• Full time/ Permanent</li> <li>• Location: Island wide</li> </ul>

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Professional Telephone Answering</li> <li>• Offer high quality front office client services including concierge.</li> <li>• Creating rapport with guests, clients &amp; customers.</li> <li>• Anticipating their needs and providing outstanding services.</li> <li>• Assisting visitors in a professional manner.</li> <li>• Managing Visitor volumes / Visitor Security / Registration / Appointment Management/ Call Management / Tracking Mechanism.</li> <li>• Board Visits / VVIP movements.</li> <li>• Logistical support in relation to Event Management &amp; Public Relations activities.</li> <li>• Meet and greet clients and visitors at the reception.</li> <li>• Interact with clients and visitors to resolve their queries on workplace issues.</li> </ul> <p><b>Job Requirement:</b></p> <ul style="list-style-type: none"> <li>• Minimum 1 years' experience of working at the Front of House within a Corporate or Hotel environment.</li> <li>• Experience of working within a demanding fast paced environment involving high levels of customer care.</li> <li>• Experience of working within a team and desiring to provide a "best class" service.</li> <li>• Strong customer service skills.</li> <li>• Professional telephone manners together with excellent verbal and written communication skills.</li> <li>• Proficiency in MS applications.</li> </ul>	