

e2i Skills & Career Fair @ Ulu Pandan [19 July 2024] 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.

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 Addon Systems

The company was established in 1992 and it has been boasting over 31 years of excellence in the IT industry. We are a leading IT solutions provider with a regional presence.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Retail Sales	<ul style="list-style-type: none"> • Willingness to work in a team environment • Excellent customer service, oral and communication skills • Fast learner with a passion for sales • Self-motivated with a results-driven approach • Passion to give customers value 	<ul style="list-style-type: none"> • Serving walk-in customers and achieving sales targets as a team • Providing professional advice to assist customers with product concerns • Assisting in resolving issues such as order feedback, returns, and exchanges • Ensuring that each client receives high-quality customer service 	<ul style="list-style-type: none"> • 11am-8pm
Smart Home Sales	<ul style="list-style-type: none"> • Minimum 1-2 years of experience in a sales role or interior designer role • Team player • Possess an understanding of value creation 	<ul style="list-style-type: none"> • Work together with the marketing team to understand customers' needs, create value propositions, and enhance the customer experience with the brand • Build relationships with customers & close deals • Collaborate with internal teams to synchronize action plans and ensure effective communication • Communicate with external stakeholders to enable project completion 	<ul style="list-style-type: none"> • 11am-8pm
Smart Home Engineer	<ul style="list-style-type: none"> • Bachelor's degree in Electrical Engineering, Computer Science, or a related field • Strong programming skills in languages such as Python, Java, or C++ • Familiarity with IoT protocols and communication standards • Knowledge of hardware design and embedded systems 	<ul style="list-style-type: none"> • Product Development: Collaborate with cross-functional teams to design, develop, and test smart home solutions, including hardware and software components • Prototyping: Create prototypes for new smart home features and technologies, ensuring feasibility and functionality • Testing and Quality Assurance: Conduct thorough testing of smart home devices to ensure reliability, security, and optimal performance • Integration: Work on integrating smart home devices with various platforms and 	<ul style="list-style-type: none"> • 11am-8pm

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		ecosystems, ensuring seamless interoperability	
Admin Assistant	<ul style="list-style-type: none"> • Able to multi-task and well organized • Proficient in MS Office (Word & Excel) • Accounting knowledge and accuracy will be an advantage 	<ul style="list-style-type: none"> • Prepares work to be accomplish by gathering and sorting documents and related information • Maintain company files and records to ensure they remain updated. • Maintain general office maintenance. • Manage basic bookkeeping duties. • Prepare and mail bills, contracts, and invoices. • Welcoming and directing visitors. • Any other duties as assigned by superior 	<ul style="list-style-type: none"> • 9am-6pm
Client Engineer	<ul style="list-style-type: none"> • Nitec/Diploma in Computer Engineering, Information Systems, or related field • Background in IT, computer systems engineering or systems engineering • Able to work in a team and independently 	<ul style="list-style-type: none"> • Install, configure, test and maintain operating systems, application software and systems management tools • Ability to troubleshoot on-site and online • Liaise with vendors and other IT personnel for problem resolution • Maintaining customer infrastructure & networks • Able to articulate issues and solutions to customers 	<ul style="list-style-type: none"> • 9am-6pm
Personal Assistant	<ul style="list-style-type: none"> • Proven experience as a Personal Assistant or Executive Assistant, preferably supporting C-level executives • Exceptional organizational skills and attention to detail • Strong written and verbal communication skills • Ability to maintain confidentiality and exercise discretion • Proficiency in Microsoft Office suite 	<ul style="list-style-type: none"> • Act as the primary point of contact for the direct reporting, managing the calendar, emails, and phone calls with professionalism and discretion • Prepare and organize documents, presentations, and reports for meetings and presentations • Conduct research and gather information as needed to support the management in the decision-making process • Assist with personal tasks and errands as required, including but not limited to managing household affairs, organizing personal appointments, and 	<ul style="list-style-type: none"> • 9am-6pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>handling personal correspondence</p> <ul style="list-style-type: none"> • Maintain confidentiality and handle sensitive information with discretion and integrity • Prioritize conflicting needs and handle matters expeditiously, proactively, and follow through on projects to successful completion 	
Marketing Manager	<ul style="list-style-type: none"> • Bachelor's degree in marketing, Business, or a related field • Proven experience (5+ years) in marketing roles, with a focus on digital marketing and strategy • Strong analytical skills with the ability to interpret data and make informed decisions 	<ul style="list-style-type: none"> • Develop and implement comprehensive marketing strategies to drive brand awareness and achieve business objectives • Oversee and execute digital marketing campaigns, including SEO, SEM, email marketing, and social media advertising • Maintain and enhance the organization's brand identity across all marketing channels • Collaborate with internal teams and external agencies to produce high-quality content that resonates with the target audience • Conduct market research to identify trends, competitor activities, and customer preferences • Manage the marketing budget effectively, allocating resources to maximize ROI on marketing campaigns • Lead and mentor the marketing team, fostering a collaborative and creative work environment. • Set clear goals and objectives, providing guidance and support for team members 	<ul style="list-style-type: none"> • 9am-6pm
Product Manager	<ul style="list-style-type: none"> • Bachelor's degree in marketing, Business, or a related field • Proven experience (5+ years) in marketing roles, with a focus on digital marketing and strategy • Able to establish successful working 	<ul style="list-style-type: none"> • Conduct sales calls to generate leads, convert prospects, and drive revenue growth • Collaborate with the sales team to identify and capitalize on new business opportunities • Design and execute social media marketing strategies to increase brand visibility and engagement 	<ul style="list-style-type: none"> • 9am-6pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	relationships with a wide range of diverse people, both internal and external to the organization	<ul style="list-style-type: none"> Oversee the onboarding process for new customers, ensuring a smooth and positive experience Provide product demonstrations and training sessions to clients, addressing any questions or concerns Provide regular updates on customer feedback, market trends, and competitor activities Work closely with customer support to ensure timely resolution of customer inquiries 	
Part-Time Retail Sales	<ul style="list-style-type: none"> Willingness to work in a team environment Excellent customer service, oral and communication skills Fast learner with a passion for sales Self-motivated with a results-driven approach Passion to give customers value 	<ul style="list-style-type: none"> Serving walk-in customers and achieving sales targets as a team Providing professional advice to assist customers with product concerns Assisting in resolving issues such as order feedback, returns, and exchanges Ensuring that each client receives high-quality customer service 	<ul style="list-style-type: none"> 11am-8pm
Part-Time SMEs Funnel Internship	<ul style="list-style-type: none"> Excellent communication and interpersonal skills Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and familiarity with CRM software Detail-oriented with strong organizational skills and the ability to manage multiple tasks simultaneously 	<ul style="list-style-type: none"> Assist in the creation, implementation, and optimization of marketing funnels for SME clients. Conduct market research to identify trends and opportunities within the SME sector. Support the development of targeted marketing campaigns, including email marketing, social media, and content marketing. Analyze funnel performance metrics and provide actionable insights to improve conversion rates. Collaborate with the sales and marketing teams to ensure alignment and effective communication. Help maintain and update CRM systems to ensure accurate tracking of leads and customer interactions. Participate in brainstorming sessions and contribute creative 	<ul style="list-style-type: none"> 9am-6pm & 11am-8pm, subject to project requirement

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>ideas for attracting and engaging SME clients.</p> <ul style="list-style-type: none"> • Provide administrative support as needed, including data entry, report generation, and scheduling. 	
Part-Time Operations Internship	<ul style="list-style-type: none"> • Excellent communication and interpersonal skills • Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and familiarity with CRM software • Detail-oriented with strong organizational skills and the ability to manage multiple tasks simultaneously 	<ul style="list-style-type: none"> • Input and update data in various systems and databases accurately. • Identify areas for process improvement and assist in implementing solutions. • Assist in monitoring and managing inventory levels. • Assist in coordinating and executing operational projects. • Respond to internal and external inquiries in a timely and professional manner. • Perform other relevant tasks and projects as assigned by the Operations Manager. 	<ul style="list-style-type: none"> • 9am-6pm & 11am-8pm, subject to project requirement
Part-Time Retail Management Internship	<ul style="list-style-type: none"> • Excellent communication and interpersonal skills • Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and familiarity with CRM software • Detail-oriented with strong organizational skills and the ability to manage multiple tasks simultaneously 	<ul style="list-style-type: none"> • Assist customers with inquiries, purchases, and returns in a professional and friendly manner. • Resolve customer issues promptly and effectively, ensuring high levels of customer satisfaction. • Assist in visual merchandising and maintaining store presentation standards. • Support the store management team with administrative tasks and reporting. • Gain insights into business strategies, retail analytics, and performance metrics. 	<ul style="list-style-type: none"> • 9am-6pm & 11am-8pm, subject to project requirement

#2 CBRE

A worldwide commercial real estate services & investment company, CBRE has clients in 100+ countries, including over 95% of the Fortune 100. It offers real estate services to occupiers, owners, lenders and investors in office, retail, industrial, multifamily, and other types of commercial real estate categories.

CBRE provides services to occupiers and investors such as facilities management, project management, property sales and leasing, loan origination and servicing, investment management, valuation and development services and workspace solutions.

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Facilities Coordinator, AMK	<ul style="list-style-type: none"> • 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. • High school diploma or general education degree (GED). Minimum of four years of related progressive experience and/or training. • Ability to comprehend and interpret instructions, short correspondence, and memos and ask clarifying questions to ensure understanding. Ability to write routine reports and correspondence. • Ability to respond to common inquiries or complaints from clients, co-workers, and/or supervisor. • Ability to effectively present information to an internal department and/or large groups of employees. • Requires basic knowledge of financial terms and principles. 	<ul style="list-style-type: none"> • Principal Responsibilities - Operations (Soft Services) • Manage general administrative / soft services activities such as Janitorial, etc. and any other duties as assigned. • Inspect the office regularly to ensure all office equipment work properly. • Ensure the day-to-day operations excellence for sites under your management and coordination. • Asset / Inventory Management • Ensure the day-to-day operations excellence for sites under your management and coordination. • Day-to-day “Operational” Management of vendors to ensure required vendors are assigned within SLA response time, to attend to facilities-requests and ensuring No “Down-time” on critical items and/or escalated customer complaints. • Ensure all Facilities related documentation is filed and inventoried properly at site. • Managing and overseeing of pantry supplies, stationery/first aid items replenishment. • Coordinate with Housekeeping to ensure that pantry and vending machine items are always in stock. • Ensure all employee services are managed and delivered as per customer expectation /satisfaction within SLAs/KPIs; Any adhoc/special requests to have the necessary approvals prior to implementation. • Assist in the preparation of reports and analysis. 	<ul style="list-style-type: none"> • 9am to 6pm

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>Ability to calculate simple figures such as percentages.</p> <ul style="list-style-type: none"> • Ability to understand and carry out general instructions in standard situations. • Ability to solve problems in standard situations. Requires basic analytical skills. • Intermediate skills with Microsoft Office Suite, Outlook, and intranet/internet. Ability to use work order system. • Decisions made with general understanding of procedures and company policies to achieve set results and deadlines. • Errors in judgment may cause short-term impact to co-workers and supervisors. 	<ul style="list-style-type: none"> • Other adhoc task assigned from time to time depending on business requirements. • Supporting day-of execution including coordination with team/vendors, last minute logistical needs, ensuring effective set-up/execution of event and providing course correcting instructions/directions, when needed. • Managing and fostering relationships with team/vendors and other key stakeholders through effective communications, collaboration, and engagement. • Follow department policies, procedures, and service standards. • Coordinates the facilities management service, which encompasses ad hoc maintenance. • Manage & maintain facility management tasks as assigned. • Ensure appropriate follow-up with customers. • Seek to continuously improve processes, systems, and overall client satisfaction. • Supervise and train facility employees and contractors as needed. • Reporting to Facilities Manager on facility related and updates and when required. • Primary Coordinator for conferences and big group events. • Liaise with requestor/user to support the development of and understand the requirements for each event. • Maximizing meeting space utilization by supporting the reservation and meeting space management process working with customers and the team to effectively use meeting space 	

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		including addressing space conflicts and negotiating space needs. <ul style="list-style-type: none"> • Performing post event duties such as expense processing, event success assessments and assisting collecting feedback from requester. • Generate and track reports for meeting rooms, events, and calls. • Follow department policies, procedures, and service standards. • Assist and actively participate in the annual events such as fire drills, building power shut down etc. • Verify all vendor payment, GR, invoicing etc. • Support to issue PO for adhoc requirements. • Ensure client satisfaction and successful implementation of services. • Ensure the KPI Targets for the Accounts are met. • You should be mobile and capable of working anywhere because you will perform daily check-ins around the front office and lobby to achieve high user satisfaction score. Whatever mix-ups or jams that you spot, you should be quick to figure out the best repairs. Your input and ideas will be sought to help steer the team in directions that help make the facility perform at its best. 	
Mobile Technician	<ul style="list-style-type: none"> • Technical Knowledge & Experience: • Minimum One year experience in building facilities or related environment. • Welcome fresh Nitec/Diploma holder (Preferred Mechanical / Electrical). 	<ul style="list-style-type: none"> • The purpose of this position is to perform field technical work in delivering installation, maintenance, troubleshooting, testing, and repair work for the business. • Assist to perform the preventive maintenance and corrective work for building services, assets/installations at the 	<ul style="list-style-type: none"> • 8am to 8pm (Rotating Shift)

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Knowledge in Mechanical/Ventilation and Air Conditioning (MVAC) System, Building M&E services functions are an added advantage. • Possesses strong leadership and interpersonal skills, self-motivated, problem-solving skills and able to communicate well at all levels. • Must be a team player, have a sense of responsibility to meet objectives of the organization. • Hands on experience on mechanical and electrical troubleshooting. • Communication: <ul style="list-style-type: none"> • Excellence in English. • Ability to work in a team environment and be independently motivated. • Ability to respond effectively to the most sensitive issues. • Ability to write and submit monthly technical reports. • Ensure MT communities are engaged & Exchange Views and Ideas on best practices and sharing innovations. • Possess at least a NITEC in Electrical or Mechanical Engineering or any related field. • Possess a valid Class 3 Singapore Driver's license is compulsory. 	<p>client's premises according to local statutory regulation, HSE, and client's site-specific requirement, etc.</p> <ul style="list-style-type: none"> • Work Order / Process Management - Assist to ensure the completion of work orders within the standard KPI/SLAs and the client's needs are met. • 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. • Inventory Reconciliation - Assist to perform regular inspections and inventory of tools, vehicles, and equipment used on the agreed cycle. • Assist to close the service requests from customers within the service level agreement. • Assist Prepare and submitting a timely incident report. • Assist in follow-up scheduling of equipment daily/weekly maintenance work or a job request. • Make recommendations to the management on ways to improve the facilities. • Daily site walks & 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 & assist Retailer to expedite L3 WO). • Assist with any additional/ad-hoc/OOH duties as assigned by 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>superiors as and when the need arises.</p> <ul style="list-style-type: none"> • Ensure HSSE Goal Zero as priority. 	
Finance Analyst	<ul style="list-style-type: none"> • Minimum O levels or other relevant professional certification. • Bachelor's Degree preferred with up to 3 years of relevant experience. In lieu of a degree, a combination of experience and education will be considered. • Ability to use existing procedures to solve standard problems. • Experience with analyzing information and standard practices to make judgments. • In-depth knowledge of Microsoft Office products. Examples include Word, Excel, Outlook, etc. • Organizational skills with a strong inquisitive mindset. • Intermediate math skills. Ability to calculate difficult figures such as percentages, fractions, and other financial-related calculations. 	<ul style="list-style-type: none"> • As a CBRE Finance Analyst, you will apply basic cash and accrual accounting fundamentals to prepare, evaluate, maintain, and deliver complete and accurate financial reports for a portfolio of clients and properties. • This job is part of the Financial Strategy and Operations job function. They are responsible for maintaining accounting, financial, and reporting policies and controls. • Complete accounting transactions in preparation of client financial statement packages. • Create and post journal entries and ensure that all expenses, receipts, owner's distributions, funding requests, and other transactions for the accounting period have been accurately posted. • Use aggregate data from multiple sources to generate reports. • Generate financial packages for accuracy and comprehensive reporting. • Review the accuracy of information provided and respond to requests from management and vendors. • Understand and work with scenario planning (exit/maintain/grow) tools/models, while analyzing trends in general business conditions. • Respond to and resolve issues and requests from management teams and clients regarding various accounting issues and reports. 	<ul style="list-style-type: none"> • 9am to 6pm

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Research open accounting issues and recognize potential issues and conflicts so corrective action can intercept and minimize issues. • Use existing procedures to solve standard problems. • Have some knowledge of standard principles with limited practical experience in applying them. • Lead by example and model behaviors that are consistent with CBRE RISE values. • Impact the quality of own work. • Work within standardized procedures and practices to achieve objectives and meet deadlines. • Exchange straightforward information, ask questions, and check for understanding. 	
<p>Maintenance Technician</p>	<ul style="list-style-type: none"> • Formal supervisory responsibilities in this position. • 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. • High school diploma or general education degree (GED) required. minimum of one year of related experience and/or training. • May require valid driver's license. 	<ul style="list-style-type: none"> • This position is responsible for performing preventive maintenance and corrective repair of building systems and equipment. Working under supervision, assists in monitoring building system operations, performance, support in event / room setup. Utilizes several trade skills such as carpentry, plumbing, electrical, painting, roofing, heating and cooling to ensure facilities are operating in the optimal conditions. Will be working in shift to support operations where applicable. • Complies with all applicable codes, regulations, governmental agency and Company directives and client requirement related to building operations and work safety. • Performs assigned day-to-day repairs, emergency, and preventive maintenance. Completes maintenance and repairs, records as required. Maintain and check for accuracy 	<ul style="list-style-type: none"> • Shift or Office Hours

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Ability to comprehend and interpret instructions, short correspondence, and memos and ask clarifying questions to ensure understanding. Ability to write routine reports and correspondence. Ability to respond to common inquiries or complaints from clients, co-workers, and/or supervisor. • Have a positive attitude and a strong sense of urgency in resolving any issues that may arise. • Ability to calculate simple figures such as percentages. • Ability to understand and carry out general instructions in standard situations. Ability to solve problems in standard situations. Requires basic analytical skills. • Entry level skills with Microsoft Office Suite products such as Word, Excel, PowerPoint, Outlook, etc. Comfortable with and embracing of new technologies and digital tools, such as Apps, databases, work order management, handheld mobile technologies and applications, and communications. • Ability to work flexible work schedules based on office needs. • Ability to work requiring significant walking or through 	<p>on completed paperwork submitted by vendors.</p> <ul style="list-style-type: none"> • Reviews assigned work orders. Estimates time and materials needed to complete repair. Orders necessary materials and supplies to complete all tasks. Utilizes CMMS to manage work orders and track completion. Communicate work orders and assists team in resolving problems. Ensure work orders issued are closed in time with customer satisfaction. • Assists with installation and modification of building equipment systems. Inspects new installation for compliance with building codes and safety regulations. • Assists with troubleshooting and repairs of buildings and installed systems to include plumbing systems, pantry equipment, roofs, drains, retail spaces, Electrical and HVAC. • Inspects building systems including fire alarms, HVAC, electrical, and plumbing to ensure operation of equipment is within design capabilities and achieves environmental conditions prescribed by client. • Maintains lighting systems throughout the facilities and retail spaces, cleaning fixtures and replacing bulbs and lamps. • Performs plumbing, carpentry, furniture assembly and locksmith tasks as needed. • Responds quickly to emergency situations, summoning additional assistance as needed. • Manage building maintenance and all contractors who carry out works on site. Liaise, report and log defects over and above minor rectification, work with facilities coordinators to ensure PPM is carried out to schedule. Ensure maintenance is carried out in line with procedures, 	

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>other means of mobility.</p> <ul style="list-style-type: none"> • Ability to reach, bend, stoop, push and/or pull and frequently lift up to 20 lbs. and occasionally lift/move up to 40 lbs. • Decisions made with general understanding of procedures and company policies to achieve set results and deadlines. Errors in judgment may cause short-term impact to co-workers and supervisor. • 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"> • - Complete all required and assigned HSE training at a satisfactory level. • - Follow all activity policies and procedures, including all HSE-related requirements always. • - Participate in all HSE-related programs & activities as required, including incident investigations, interviews, auditing, and assessment, etc. • Report any conditions which you feel could result in an accident or injury and / or stop work if required. 	<p>using the permit to work system where applicable.</p> <ul style="list-style-type: none"> • Maintains neat appearance reception area, conference rooms, client-facing area and other common areas. Regular inspection of office equipment to ensure good operating condition. Arranges equipment service as needed. • Escalate urgent issues identified through to the reporting manager. • Follows security and emergency procedures as defined for the property. Responds to emergency situations in a calm, efficient manner. Summons appropriate assistance and makes appropriate notifications in accordance with operating procedures. • Work with and support other members of the FM team. • Other duties may be assigned 	
Facilities Engineer	<ul style="list-style-type: none"> • School Diploma or GED with up to 4 years of job-related experience. • Ability to follow basic work routines and 	<ul style="list-style-type: none"> • You will act and provide assistance to the Facility management team in completion of multiple functions of building operations and maintenance for a facility, 	<ul style="list-style-type: none"> • 9am to 6pm

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>standards in the application of work.</p> <ul style="list-style-type: none"> • Communication skills to exchange straightforward information. • Working knowledge of Microsoft Office products. Examples include Word, Excel, Outlook, etc. • Strong organizational skills with an inquisitive mindset. • Basic math skills. Ability to calculate simple figures such as percentages, discounts, and markups. • Driver's license may be required. 	<p>campus or a portfolio of buildings.</p> <ul style="list-style-type: none"> • Oversees and/or coordinates maintenance/repair work assignments performed by technicians, vendors and contractors performing building maintenance, landscaping, and janitorial work. • Responds to client inquires and complaints. Ensures timely and quality service delivery to clients. Follows up with clients to ensure customer satisfaction. • Performs facilities inspections and prepares reports. • May coordinate and manage move, add and change activities. • Assists in the preparation of operating and capital budgets. • Manages vendor relationships and trains vendors on work order and billing procedures. • Processes invoices and ensures proper cost center coding. • Reviews periodic reports including financials and explains variances. Works with finance team to correct errors. • Uses pc and/or PDA for work order system, email, ESS, process, and procedure training. • Other duties may be assigned. 	
<p>Maintenance Technician</p>	<ul style="list-style-type: none"> • Formal supervisory responsibilities in this position. • 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 	<ul style="list-style-type: none"> • This position is responsible for performing preventive maintenance and corrective repair of building systems and equipment. Working under supervision, assists in monitoring building system operations, performance, support in event / room setup. Utilizes several trade skills such as carpentry, plumbing, electrical, painting, roofing, heating and cooling to ensure facilities are operating in the optimal conditions. Will be working in shift to support operations where applicable. 	<ul style="list-style-type: none"> • Shift or Office Hours

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>disabilities to perform the essential functions.</p> <ul style="list-style-type: none"> • High school diploma or general education degree (GED) required. minimum of one year of related experience and/or training. • May require valid driver's license. • Ability to comprehend and interpret instructions, short correspondence, and memos and ask clarifying questions to ensure understanding. Ability to write routine reports and correspondence. Ability to respond to common inquiries or complaints from clients, co-workers, and/or supervisor. • Have a positive attitude and a strong sense of urgency in resolving any issues that may arise. • Ability to calculate simple figures such as percentages. • Ability to understand and carry out general instructions in standard situations. Ability to solve problems in standard situations. Requires basic analytical skills. • Entry level skills with Microsoft Office Suite products such as Word, Excel, PowerPoint, Outlook, etc. Comfortable with and embracing of new technologies and digital tools, such as Apps, databases, work order management, 	<ul style="list-style-type: none"> • Complies with all applicable codes, regulations, governmental agency and Company directives and client requirement related to building operations and work safety. • Performs assigned day-to-day repairs, emergency, and preventive maintenance. Completes maintenance and repairs, records as required. Maintain and check for accuracy on completed paperwork submitted by vendors. • Reviews assigned work orders. Estimates time and materials needed to complete repair. Orders necessary materials and supplies to complete all tasks. Utilizes CMMS to manage work orders and track completion. Communicate work orders and assists team in resolving problems. Ensure work orders issued are closed in time with customer satisfaction. • Assists with installation and modification of building equipment systems. Inspects new installation for compliance with building codes and safety regulations. • Assists with troubleshooting and repairs of buildings and installed systems to include plumbing systems, pantry equipment, roofs, drains, retail spaces, Electrical and HVAC. • Inspects building systems including fire alarms, HVAC, electrical, and plumbing to ensure operation of equipment is within design capabilities and achieves environmental conditions prescribed by client. • Maintains lighting systems throughout the facilities and retail spaces, cleaning fixtures and replacing bulbs and lamps. • Performs plumbing, carpentry, furniture assembly and locksmith tasks as needed. 	

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>handheld mobile technologies and applications, and communications.</p> <ul style="list-style-type: none"> • Ability to work flexible work schedules based on office needs. • Ability to work requiring significant walking or through other means of mobility. • Ability to reach, bend, stoop, push and/or pull and frequently lift up to 20 lbs. and occasionally lift/move up to 40 lbs. • Decisions made with general understanding of procedures and company policies to achieve set results and deadlines. Errors in judgment may cause short-term impact to co-workers and supervisor. • 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"> • - Complete all required and assigned HSE training at a satisfactory level. • - Follow all activity policies and procedures, including all HSE-related requirements always. • - Participate in all HSE-related programs & activities as required, including incident investigations, interviews, auditing, and assessment, etc. • Report any conditions which you feel could 	<ul style="list-style-type: none"> • Responds quickly to emergency situations, summoning additional assistance as needed. • Manage building maintenance and all contractors who carry out works on site. Liaise, report and log defects over and above minor rectification, work with facilities coordinators to ensure PPM is carried out to schedule. Ensure maintenance is carried out in line with procedures, using the permit to work system where applicable. • Maintains neat appearance reception area, conference rooms, client-facing area and other common areas. Regular inspection of office equipment to ensure good operating condition. Arranges equipment service as needed. • Escalate urgent issues identified through to the reporting manager. • Follows security and emergency procedures as defined for the property. Responds to emergency situations in a calm, efficient manner. Summons appropriate assistance and makes appropriate notifications in accordance with operating procedures. • Work with and support other members of the FM team. • Other duties may be assigned 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>result in an accident or injury and / or stop work if required.</p>		
Administrative Assistant	<ul style="list-style-type: none"> • N/ O levels or other relevant professional certification. • Experience in Property Management/ Real Estate industry is a strong advantage. • Good interpersonal and communication skills • Meticulous to ensure administrative accuracy. • Open to work 5.5 day. 	<ul style="list-style-type: none"> • Reporting to the Centre Manager, the Admin Assistant will perform administrative and customer service support for security, carpark, fire safety, equipment maintenance, and other projects. • Perform all office administrative duties, including filing of all correspondences, storing and retrieval of old files and records and keeping and updating tenant records. • Receive telephone calls and direct callers to the appropriate officers and provide available information, where required. • Assist in compilation of monthly and quarterly reports and to ensure timely submission. • Making requisition of management office stationery and maintain inventory. 	
Centre Manager	<ul style="list-style-type: none"> • Bachelor's degree (BA/BS) from four-year college or university and a minimum of 2 - 4 years of related experience • and/or training. • Real Estate Salesperson license. • Requires knowledge of financial terms and principles. Ability to calculate intermediate figures such as percentages, • discounts, and/or commissions. Conducts basic financial analysis. • Ability to comprehend, analyze, and interpret documents. Ability to solve problems 	<ul style="list-style-type: none"> • 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. Ensures that services are provided in compliance with policies, procedures, regulations and contractual obligations and standards. • 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. Contracts for and supervises vendor services as required. • At owner's discretion, markets the property, showing space to 	

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>involving several options in</p> <ul style="list-style-type: none"> • situations. Requires intermediate analytical and quantitative skills. • Responsible for personal safety and the safety of those who are affected by your work. This includes but is not limited to: • Complete all required and assigned HSE training at a satisfactory level. • Follow all activity policies and procedures, including all HSE-related requirements at all times. • Participate in all HSE-related programs & activities as required, including incident investigations, interviews, auditing and assessment, etc. • Report any conditions which you feel could result in an accident or injury and / or stop work if required. 	<p>prospective tenants. Coordinates tenant move-ins and move-outs, and "walks-through" spaces with tenants and tenant improvement department.</p> <ul style="list-style-type: none"> • Develops and controls annual budgets for operating and capital expenses based on operating knowledge of the property/portfolio. Forecasts management plans and prepares monthly performance, explaining variances. • Execute all areas defined as part of the Real Estate Manager job description duties in the absence of the Real Estate Manager. 	
Customer Service Officer	<ul style="list-style-type: none"> • Minimum O levels or other relevant professional certification. • Experience in customer service or frontline work is a strong advantage. • Good interpersonal and communication skills. • Positive, friendly disposition and customer service orientated. • Attentive to details, well organized and team player. 	<ul style="list-style-type: none"> • Display a good disposition with warm and professional greeting to all those entering the property. • Answers telephone line in professional manner with good phone etiquette. • Provides administrative assistance to the Property Manager and members of the property management team. • Summons appropriate assistance and makes appropriate notifications in accordance with operating procedures. • Follows security and emergency procedures as defined for the 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		property and responds to emergency situations calmly and efficiently.	
Senior Property Executive / Property Executive	<ul style="list-style-type: none"> • Diploma or Degree in Building / Facilities / Property Management / Engineering or relevant discipline. • Minimum 2-3 years' experience in similar role. • Strong verbal and written communication skills to front and manage all levels of tenants or landlord. • Dynamic, resourceful, self-motivated, able to work independently as well as in a team. • Commercial / Retail / Industrial building experience will be a strong advantage. 	<ul style="list-style-type: none"> • General administration of all building works/service contracts, carpark management, security, and fire protection system. • Oversee all aspects of common areas defects, repairs & maintenance matters, plumbing, sanitary, carpark and fire & security matters. • Planning and implementation of building maintenance programs such as preventive, corrective maintenance, inspection schedules and programs relating to security. • Check all safety equipment, work method and procedures regularly; ensure proper control record of keys movement and take necessary action to rectify any unsafe situations and enhance the security in the building. • Supervise building works carried out by maintenance staff and service contractors, ensure that all works comply with specifications and statutory requirement, and initiate actions against defaulting contractors when needed. 	
Senior Technician / Technician	<ul style="list-style-type: none"> • N/ O Levels with at least 1 years' experience as building technician. • Nitec / Diploma in Electrical / Mechanical / Building Services / Facility Management or other relevant field. • Familiar with maintenance of building system, equipment, and facilities. 	<ul style="list-style-type: none"> • Co-ordinate and assist the Property Executive/ Manager in daily operation of the M&E Services. • Carry out periodic inspection, preventive and corrective maintenance as per schedules and upkeeping of all equipment. • Perform weekly checks on the building's fire-protection system - main panel and sub-panels, including troubleshooting on failure of fire-protection system. 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Ability to work as a team player as well as work independently. Open to work on rotating shifts, weekends, and public holidays. 	<ul style="list-style-type: none"> Attend to enquiries, complaints of breakdown, service requests relating to the building services. Perform troubleshooting on any failure to the building's electrical/ mechanical system. 	

#3 Hong Ye Group

YY Group Holding, a publicly listed company on the Nasdaq, is a data and technology-driven provider of hotel and hospitality staffing and commercial cleaning services through its subsidiaries, YY Circle and Hong Ye Group.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Cleaner	<ul style="list-style-type: none"> Proven experience in Cleaning Industry for at least 2 years Bilingual in order to communicate with management Able to work independently and in teams Willing to work 6 days per week Willing to work during public holidays and weekends Working Location: Islandwide Great knowledge of chemicals and machinery for cleaning 	<ul style="list-style-type: none"> Supervising a team of cleaning crew in carrying out day to day cleaning activities at the client's premises Maintain records of all equipment and inventory in the cleaning store Monitoring all cleaning activities Actively following up on the periodic schedules and requests of the clients Assigning of duties or any ad-hoc cleaning task to the crew Deployment of staff and ensuring staff clock in and out of the system Actively checking on company's cleaning system Checking on staff's grooming 	<ul style="list-style-type: none">
Cleaning Supervisor	<ul style="list-style-type: none"> Proven experience in Cleaning Industry for at least 2 years Bilingual in order to communicate with management Able to work independently and in teams Willing to work 6 days per week 	<ul style="list-style-type: none"> Supervising a team of cleaning crew in carrying out day to day cleaning activities at the client's premises Maintain records of all equipment and inventory in the cleaning store Monitoring all cleaning activities Actively following up on the periodic schedules and requests of the clients 	<ul style="list-style-type: none">

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Willing to work during public holidays and weekends • Working Location: Islandwide • Great knowledge of chemicals and machinery for cleaning 	<ul style="list-style-type: none"> • Assigning of duties or any ad-hoc cleaning task to the crew • Deployment of staff and ensuring staff clock in and out of the system • Actively checking on company's cleaning system • Checking on staff's grooming 	
Cleaning Operations Executive	<ul style="list-style-type: none"> • Preferably with 2 years' experience in related fields • Team player, good problem-solving and decision-making skills • Excellent communication skills and customer oriented • Ability to multi-tasks under tight time frames with minimum supervision • Organised, responsive and resourceful • 6 Days work week 	<ul style="list-style-type: none"> • Coordinate with supervisor and client to ensure quality service delivery (compiling, analysing, development and review of operation plans to improve work procedures and quality service delivery) • Ensure cleaning teams adhere to safety measures to during cleaning operation • Assist in budget planning for cleaning operations • Review daily cleaning job reports for submission to management • Preparing periodic schedules and all other documentations and ensure all periodic schedules has been enforced and followed up accordingly. • Covering of manpower if needed (requires you to do hands-on cleaning) • Recruiting of manpower for projects • Resolving all matters/ incidents on site • Manage inventory, equipment and maintenance schedule • Stocktake and allocating of equipment and/or technologies and supplies to project sites • Identify and recommend suitable equipment and/or technologies to improve cleaning operations • Implement maintenance schedules for tools and equipment • Manage cleaning teams • Facilitating in planning of work schedules, deployment of manpower, effective work 	<ul style="list-style-type: none"> •

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		processes and capability development of staff <ul style="list-style-type: none"> • Manage incidents • Guide teams to respond to major incidents/emergencies and reporting it to the management 	
Cleaning Operations Manager	<ul style="list-style-type: none"> • Candidate must possess at least a Diploma, Advanced/Higher/Graduate Diploma, any field. • At least 7 year(s) of working experience in the related field is required for this position. • Preferably Managers specializing in General Work (Housekeeper, Driver, Dispatch, Messenger, etc) or equivalent. • Full-Time position(s) available. 	<ul style="list-style-type: none"> • The Operations Manager (Commercial and Environmental) is responsible for providing the overall direction of the organisation within the guidelines set up by the board of directors or a similar governing body. As a systems thinker, he strategizes and directs operational activities and translate organisational goals into achievable steps, anticipates and stays ahead of trends and takes advantage of opportunities. He also mentors the management team as part of succession planning and represents the organisation in meetings with clients, investors and business partners. • He is expected to be at our project sites and build relationships with our clients and work closely with the Commercial and Environmental Operations Executive as part of his role. • This requires him to be organised, strategic, adaptable, highly driven and capable of interacting with key stakeholders. • Lead teams • Develop strategy plans to promote organisation core values • Manage the professionalism of the staff • Mentor and lead management staff • Lead organisational succession planning, capability development and employee engagement 	<ul style="list-style-type: none"> •

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Drive business operations • Drive the overall growth of business and operations • Drive opportunities to improve market visibility and presence of the organisation • Lead budget planning for the organisation • Represent and promote the organisation • Direct the development and review of operation policies and procedures • Manage client relationships • Collaborate with clients to achieve business goals • Direct the development and review of strategic plans to improve relationships with clients • Manage Incidents • Oversee the conduct and review of contingency plans • Endorse emergency and crisis management response plans, processes and procedures • Provide direction on analysed trends of reported incidents • Manage cleaning services • Coordinate with supervisor and client to ensure quality service delivery (compiling, analysing, development and review of operation plans to improve work procedures and quality service delivery) • Ensure cleaning teams adhere to safety measures to during cleaning operation • Assist in budget planning for cleaning operations • Review daily cleaning job reports for submission to management • Preparing periodic schedules and all other documentations and ensure all periodic schedules has been enforced and followed up accordingly. 	

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Covering of manpower if needed (requires you to do hands-on cleaning) • Recruiting of manpower for projects • Resolving all matters/ incidents on site • Manage inventory, equipment and maintenance schedule • Stocktake and allocating of equipment and/or technologies and supplies to project sites • Identify and recommend suitable equipment and/or technologies to improve cleaning operations • Implement maintenance schedules for tools and equipment • Manage cleaning teams • Facilitating in planning of work schedules, deployment of manpower, effective work processes and capability development of staff • Manage incidents • Guide teams to respond to major incidents/emergencies and reporting it to the management • Any other tasks as assigned by the reporting officer. 	
<p>Facilities Management Executive</p>	<ul style="list-style-type: none"> • Minimum Diploma Holder, with positive attitude to manage the assignment • Physically fit and able to take physical requirement on the daily operation activities • Good communication and interpersonal skills to solve issues when arise. • 2 years of supervisory experience in cleaning industry 	<ul style="list-style-type: none"> • Provide high standard of hygiene and cleanliness within the customer premise • Practice excellent customer service to customers and colleagues • Project professional image with proper grooming standards by ensuring that overall appearance be pleasant, clean and neat • Maintain Hygiene Standards in client facilities and office units and / or perform general duties in all areas of the commercial premises. • Meet the cleanliness and hygiene standard and ensure compliance to Health & Safety 	<ul style="list-style-type: none"> •

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		Environmental procedures and practices. Report accidents/incidents to the superior promptly. <ul style="list-style-type: none"> • Create great service experiences for customers to achieve our service standard intended • Manage stock level and maintain neat and organized janitorial/store areas • Undertake any duties/projects as assigned by the Superior • Any other tasks as assigned 	

#4 KK Women's and Children's Hospital

KK Women's and Children's Hospital has evolved over the decades, since its founding in 1858, into a regional leader in Obstetrics, Gynaecology, Paediatrics and Neonatology. Today, the 830-bed hospital is a referral centre providing tertiary services to handle high-risk conditions in women and children. More than 400 specialists adopt a multi-disciplinary and holistic approach to treatment, and harness the latest innovations and technology for the best medical care possible.

As an academic healthcare institution, KKH believes that world-class clinical training and research are imperative in raising the standard of care. Hence, the Hospital has adopted a culture of innovation as it strives for world-class clinical leadership.

As we continually raise the bar on clinical excellence, we are sensitive to our patients' needs for a pleasant hospital experience – one where they receive seamless service and enjoy the warmth of compassionate care in a healing environment.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Patient Service Associate, Admissions	<ul style="list-style-type: none"> • Candidates with Diploma/Higher NITEC/NITEC/O levels are welcome to apply. • Experience in frontline customer service and/or practical knowledge of hospital operation are preferred. • Proficient in IT data/information system. Knowledge in SAP system would be an added advantage. 	<ul style="list-style-type: none"> • Duties and responsibilities include general administrative duties, handling enquiries on patients' admissions, scheduling of patients' appointments, collect deposits and payments from patients and offering pre-admission financial counselling as part of the admission process. 	<ul style="list-style-type: none"> • Rotating 12-hour shift work schedule

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Patient Service Associate, Specialist Outpatient Clinics	<ul style="list-style-type: none"> At least GCE 'N' Level qualifications /Applicants with work experience in the customer service/healthcare industry will have an advantage 	<ul style="list-style-type: none"> You will register patients, schedule appointments for consultation sessions, complete billing transactions and attend to patients' enquiries. You will also be required to assist doctors in the consultation rooms. 	<ul style="list-style-type: none"> Mon to Fri: 8.30am to 5.30pm Alternate Saturday 8.30am to 12.30pm
'Patient Service Associate, Dept of Diagnostic Imaging	<ul style="list-style-type: none"> Minimum GCE 'N' Level with 5 credits including English or ITE Certificate in Office Skills Experience in customer service is preferred Proficiency in a range of Microsoft Office software applications will be an advantage 	<ul style="list-style-type: none"> Your key role is to provide Diagnostic Imaging's front counter services, including appointment booking, registration, ordering, billing and the handling of routine frontline customer queries, feedback and complaints. You will be cross-trained in another area of administrative work as part of your career development. 	<ul style="list-style-type: none"> Rotating Shifts; 8am-8pm
Associate Executive, Dept of Orthopaedic Surgery	<ul style="list-style-type: none"> Diploma with 6 years of working experience Prior working experience in the healthcare industry and support provision to the Senior/ Mid management will be an added advantage Proficiency in a range of Microsoft Office software applications will be an advantage 	<ul style="list-style-type: none"> Perform a variety of administrative and staff support duties for the department, which require a range of skills and knowledge of organisational policies and procedures. Assist and directs visitors and resolves administrative problems and enquiries. Compose and edit correspondence and report 	<ul style="list-style-type: none"> 8am-5.30pm

#5 MCI Career Services

MCI Career Services Pte Ltd is a full-fledged professional recruitment firm that has been providing a one-stop solution to a comprehensive range of Human Resource needs for more than 15 years. We hire a diverse range of positions across various industries, from rank and file to senior management.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Recruitment Specialist	<ul style="list-style-type: none"> Diploma 	<ul style="list-style-type: none"> Actively source for suitable candidates through internal database, applications, referrals, networking, job portals and social media platforms. 	<ul style="list-style-type: none"> 8.30am - 6pm

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		<ul style="list-style-type: none"> • Screen and interview candidates through the telephone and face-to-face. • Prepare candidates for interview and follow up closely at every stage of the selection and recruitment process. • Develop an understanding of each role and job requirements before presenting suitable candidates to clients. • Conduct reference checks; manage the interview process and salary negotiation between clients and candidates. • Perform leads generation and cold-calling to acquire new clients. 	
Operations Executive	<ul style="list-style-type: none"> • Diploma 	<ul style="list-style-type: none"> • Manage purchase requisition requests and source for quotations. • Prepare purchase orders. Liaise with suppliers on pricing and product related issues. • Issue Delivery Orders, Proforma Invoices, Return of Rental & Packing list. • Coordinate with workshop and arranging delivery for equipment rental. • Maintain and update purchasing documents / records 	<ul style="list-style-type: none"> •
Warehouse Assistant (Night Shift)	<ul style="list-style-type: none"> • Professional Certification 	<ul style="list-style-type: none"> • Packing and unpacking (10-20kg) • Picking and sorting • Labelling and stock-taking • Adhoc duties assigned 	<ul style="list-style-type: none"> • 8.30pm to 8.30am
Security Officer	<ul style="list-style-type: none"> • Professional Certification 	<ul style="list-style-type: none"> • Maintain security by ensuring a safe and secure environment for guests and team members at MBS. • Present a professional image and deal with incidents in a discreet and confident manner. Ensure optimum guest service through the delivery of excellent customer service. • Respond to first aid incidents and apply effective first aid skills for customers and team members. 	<ul style="list-style-type: none"> • Rotating Shift

		<ul style="list-style-type: none"> • Perform security functions at assigned posts and areas within the property. • Observe and monitor persons and property to maintain security and safety. 	
Automotive Technician	<ul style="list-style-type: none"> • Professional Certification 	<ul style="list-style-type: none"> • Perform maintenance, repair, overhaul and servicing (Mechanical). • Perform lubricant replacement, greasing and flushing for system (Hydraulic). • Perform wiring replacing, re-routing of harnesses, cabling repair and system testing (Electrical). • Machinery usage involved overhead crane, buffering machine, hydraulic press, drilling machine & STE etc.. • Working at height (climbing up and down of vehicles). Maintain 5S/ housekeeping (Include, sweeping, clearing, and throwing rubbish, washing of parts & vehicles). • Must be able to carry heavy loads 	<ul style="list-style-type: none"> • 7.30am to 5.15pm
Class 3/4 Driver	<ul style="list-style-type: none"> • Professional Certification 	<ul style="list-style-type: none"> • Transporting of goods island wide in a timely manner. • Ensure goods that are delivered tallies with the orders placed by customers. • Any other duties as assigned 	<ul style="list-style-type: none"> • 9am to 6pm
Auxiliary Police Officer	<ul style="list-style-type: none"> • Professional Certification 	<ul style="list-style-type: none"> • Infrastructure protection. Escort of persons and goods. • Training and consultancy. • Event and asset security management 	<ul style="list-style-type: none"> • Rotating Shift
Customer Service Agent	<ul style="list-style-type: none"> • Professional Certification 	<ul style="list-style-type: none"> • Checking-in, greeting passengers upon their arrival and ensuring a smooth departure process. • Assist passengers with special needs or provide customer service in exclusive premier lounges at Changi Airport. • Handle meet/greet services at the reception area and perform basic computerized transactions 	<ul style="list-style-type: none"> • Rotating Shift
Senior / Staff Nurse (Inpatient)	<ul style="list-style-type: none"> • At least a Diploma in Nursing from the local Polytechnic and registered with 	<ul style="list-style-type: none"> • Ensure nursing care services rendered are safe, competent and individualised. 	<ul style="list-style-type: none"> • Rotating Shift

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	<p>Singapore Nursing Board. Post-registration experience in a hospital or hospice setting preferred.</p> <ul style="list-style-type: none"> • Knowledge in IT and systems. • Passion to serve and provide excellent customer service to various stakeholders. • Meticulous and accurate. • Good interpersonal and communication skills. • Willing to contribute as an effective team-player. • Able to perform under pressure. 	<ul style="list-style-type: none"> • Uphold nursing standards in documentation, treatment, patient monitoring and infection control. • Allocate equipment as necessary to assure adequacy of resources to meet care requirements. • Communicate and build rapport with patients and their families or caregivers. • Coordinate the care of patient through an advising physician, provide direct patient care, evaluate patients' conditions, and serve as the liaison between families and physicians. • Facilitate and participate in Multidisciplinary Team meeting to provide smooth delivery of patient care and services. • Observe organisation and legal requirements regarding storage and control of drugs and medical supplies. • Keep active measures to ensure the safety of patients and report all incidents to Nurse Manager / Nurse Clinician. • Maintain proper documentation of patients' condition and accurate collation of data (record of referral / enquiry / attendances). • Monitor, reassess and evaluate patient's condition in implementing care plan for the patient and support family members to cope with patient's advanced illness. • Perform nursing care such as medication administration and wound dressing as required. • Follow up to ensure continuity of patient care and treatment plans. • Observe the proper use / care of the equipment and economical 	
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		<p>use of consumables and supplies.</p> <ul style="list-style-type: none"> • Maintain a high degree of confidentiality and discretion in matters involving patient care. • Maintain a conducive and safe patient care environment. • Fulfil the role of buddy by mentoring junior staff for performance excellence and career development. • Enforce compliance with the Singapore Nursing Board's Standards of Practice for Nurses and Midwives, and the Code of Ethics and Professional Conduct. • Undertake to keep oneself well informed of the updated industry guidelines and develop new skills that are necessary for the job. • Maintain high standards of housekeeping and workplace organisation at all times. • Initiate and drive continuous improvements in own work area on regular basis. • Any other duties as and when assigned. 	
<p>Senior / Patient Service Associate (SOC)</p>	<ul style="list-style-type: none"> • Diploma/GCE 'A'/'O' Level/Higher NITEC/NITEC in relevant field. • Ability to multitask in a fast-paced environment. • Strong team player with excellent communication skills. • Prior frontline customer service experience preferred. 	<ul style="list-style-type: none"> • Provide compassionate and professional service to patients, demonstrating care and empathy at all times. • Handle patient registration, appointment scheduling, and payment collection with accuracy and efficiency. • Offer financial counseling to patients, assisting them with understanding their healthcare expenses. • Maintain and update patient records accurately and confidentially. 	<ul style="list-style-type: none"> • Mon - Fri + 1 Sat

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		<ul style="list-style-type: none"> Assist doctors with patient medical reviews in consultation rooms as needed. 	
Kitchen Attendant	<ul style="list-style-type: none"> Secondary 	<ul style="list-style-type: none"> Oversee Kitchen assistants in their area of work Check daily mise-en-place and food supplies Prepare beverages and food items for each meal service and/or tea breaks Prepare sufficient crockery and cutlery for inpatients before each meal Assist in the plating of meals in the Kitchen as required Ensure the food served to patients is accurate as stated in their diet sheets Assist with catering of meals for staff and events Clean used utensils, cooking equipment and work areas when required 	<ul style="list-style-type: none"> Mon-Sun (Any 6 days, 42 hours per week) 5am - 1pm, 7am - 3pm, 9am - 5pm

#6 Singapore Aero Engine Services

Singapore Aero Engine Services Private Limited (SAESL) is a joint venture company between Rolls-Royce Plc and SIA Engineering Company. The company first started operations in 2001 and has since become a market leader for both engine overhaul and component repair services.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Lineside Engineer	<ul style="list-style-type: none"> Required to work on rotating shift Willing to work in Changi area Degree in Mechanical/Aerospace Engineering discipline or equivalent (Candidates with relevant Diploma and work experience may be considered) 	<ul style="list-style-type: none"> HSE – Practice full compliance to Health, Safety & Environmental Standards and meet the expectations of the Zero Harm programme. Product Safety – Understand product safety risks and work on mitigation to meet the required safety levels supporting requirements of the Company’s Safety Management System. Quality – Perform investigation on Engines/Modules and piece part level (including component repair) 	<ul style="list-style-type: none"> Shift

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • A good team player with good communication skills • Possess good analytical and technical problem-solving skills • Good knowledge of material and component repair processes would be useful. 	<p>rejected from service. Produce Technical Summary on strip findings and work performed on Engines and Modules including investigation. Support findings review & provide technical disposition to problems.</p> <ul style="list-style-type: none"> • Lean/Improvements – Identify opportunities for new or improved manufacturing processes to meet current or future requirements. Identify, capture and share best practice; capture and utilize lessons learned working closely with Operation & Cell Manufacturing Engineers. • Lead – Act as Technical Authority for engineering during the shift using standards set to make quick/prompt technical decisions in relation to the area of accountability. • Delivery – Manage related technical variances of con-conformances during operational processes (ERRN review & TV request managements including PAF). • Delivery – Review and resolve promptly to ensure operational flow on technical issues/problems/arising to meet operation requirements. • Delivery – Workspace creep management control that deviates from standard including Work Instructions Clarification. • Delivery – Support FAIR, MSA and time study activities in shift. 	
<p>Cell CFT Planner - Engine Production</p>	<ul style="list-style-type: none"> • Degree in Engineering Discipline or Diploma in Engineering Discipline with minimum 2 years in process planning control Minimum 2 years working at executive or product control level managing a process/product engineering environment activities. Preferably experience 	<ul style="list-style-type: none"> • Plans and Execute Equipment system maintenance to meet calibration and production schedules. • Manage manhour to achieve target business plans. • Works with other dept/external and internal vendors to meet company objectives. • Evaluate and Execute projects to achieve efficiency in company operations. 	<ul style="list-style-type: none"> • 830am to 606pm

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> in Large Civil Engine overhaul facility operations. • Engine technical knowledge and background for large civil aero engine. • Technical understanding of process workflow. Any AeroEngine general arrangement drawing knowledge and understanding is preferable. • Machine, Method and Material setup philosophy and application. • Strong process control solution background and production planning know-how to support or establish new or improve existing Operation processes. 	<ul style="list-style-type: none"> • Institute manpower/leave control, discipline and mentoring of staff under his/her charge. • Yearly budgeting and financial control of section expenditure. • Analyze and advise Manager and General Manager on section business growth potential to achieve company business targets. • Achieve Min Six Sigma Green belt accreditation with first two year of appointment. • Develop new tasks with reference to new repair schemes, modifications, inspections or related technical work. To formulate FAI, work instructions and manhour requirement. • Work with Head, Operation to maximize WIP and improve TRT to enhance company operation tempo. 	
<p>Manufacturing Engineer (Digital Manufacturing)</p>	<ul style="list-style-type: none"> • Bachelor's Degree in Manufacturing, Material Science, Mechanical Engineering or related field • Possess knowledge (theory and practical) on digital manufacturing and conventional machining • Experience in operating non-contact measurement equipment and Siemens NX multi-axis manufacturing module • Understanding of common component repair processes (welding, heat treatment, NDT) and familiarity with digital manufacturing and/or 	<ul style="list-style-type: none"> • Manage the acquisition, delivery and commissioning of capital equipment, turnkey solutions and ancillary fixtures/ tooling • Industrialize adaptive manufacturing capability through the development of new process and procedures • Manage the transfer of new products and know-hows from pre-production site to manufacturing site for mass production. Successful candidate will be expected to be posted overseas for training and technology transfer • Implement and deliver new repairs by designing and fabricating new repair fixtures/ tooling; developing process parameters; and validating repair setup through First Article Inspection • Provide technical assistance to all functional departments to meet business objectives 	<ul style="list-style-type: none"> • Shift

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>proficiency in CNC programming is an advantage</p> <ul style="list-style-type: none"> • Ability to read and understand manufacturing drawings and GD&T • Able to multi-task and work well under pressure as an individual/ team • Possess good communication, analytical , engineering and project management skills • Good technical problem solving skills, takes ownership and hands-on approach 	<ul style="list-style-type: none"> • Effectively apply process control (SPC) to monitor, analyze and define errant processes; and to refine processes to reduce variability • Function as on-site technical authority and liaise with technical specialists for CAM and non-contact measurement related repair processes. • Lead and own CAM and non-contact measurement activities • Any other duties as assigned by supervisor 	
Quality Engineer	<ul style="list-style-type: none"> • Knowledgeable in MS office, SAP, 8D Investigation, Power BI (Preferred) • At least 5 years of relevant working experience in relevant industry • Experience for Cross Functional Team Quality Engineer • Degree holder from relevant industry 	<ul style="list-style-type: none"> • Effective management of non-conformances by leading the governance of containment activities and/or governance of investigations for both external and internal customer escapes, using problem resolution tools and methodologies (i.e. JDI, 3C, 8D, etc • Evaluate quality history or metrics (output from Quality System) - such as audit findings/PIR/CONQ- to assess the build health (performance) of the product and/or Cell, and to initiate or recommend suitable corrective and preventive actions or projects to drive Zero Defects within the Cell. • Maintain and govern containment tracker to ensure all customer complaint and high impact investigations are validated (liability) by respective CFT and have sufficient / adequate containment in place, prior to handing over 8D investigation to the agreed owners. • Participate in Process Failure Mode and Effects Analysis (pFMEA) activities • Carry out Narrate Demonstrate 	<ul style="list-style-type: none"> • Shift

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Handle technical document review and approval include locally manufactured tooling and alternate or additional means of compliance (OPM4.31) • Manage internal and external quality alerts for effective communication and implementation • Other tasks as assigned by Superiors • Perform the Cell Cross Functional Team (CFT) activities within the respective Cell in managing the Cell’s health and drive improvements through analysis of the various quality metrics, while ensuring compliance to processes 	
<p>Executive/Senior Executive, HSE and Facilities</p>	<ul style="list-style-type: none"> • Diploma / Degree in Facilities / Building management or Engineering or equivalent • At least 3 years of relevant working experience in the building industry preferred • Good knowledge and understanding of the building industry and regulations • Good knowledge and experience in the development and application of IT in building management or infrastructure software systems 	<ul style="list-style-type: none"> • Manage site Facility Management and Health Safety & Environment (FMHSE) to meet Safety Quality Cost Delivery People (SQCDP) Key Performance Indicators • Manage facilities preventive and breakdown maintenance work for Hard and Soft Services (mechanical & electrical system, building, landscaping, cleaning, pest control etc.). • Work with Cross Functional Teams (CFT) within the Operating System to continuously improve performance and strengthen culture • Analyse FMHSE data and recommend best practices and/or new technologies (e.g., Smart Facility) to improve efficiency and enhance work processes • Provide FMHSE technical inputs in the procurement of products, services and administration of contracts. • Review system operating and building conditions to recommend for cyclical replacement, repair & renovation work including responding to fault alerts • Conduct FMHSE incident investigation and/or validate 	<ul style="list-style-type: none"> • Shift

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>completed investigation root cause and submission of the required reports</p> <ul style="list-style-type: none"> • Implement the FMHSE audit and inspection plan and conduct risk-based compliance checks to report on the adequacy and effectiveness of the controls • Ensure timely closure of FMHSE corrective and preventive actions from various drivers and evaluate/monitor for effective implementation • Liaise and coordinate with sub-contractors/vendors and ensure works/services delivery are completed on time, as per contract requirements and complying with controls identified in risk assessments • Support the HSEF strategy and undertake the role/tasks appointed • Perform the role of FSM and/or WSHC or WSHO, as required and support internal and external certification audits (e.g., ISO45001, ISO14001 and ISO50001) • Note: This role may require travelling between SAESL sites (Calshot, Loyang and CK warehouse). 	
<p>Technical Service Engineer</p>	<ul style="list-style-type: none"> • Degree in Aeronautical / Manufacturing / Mechanical Engineering (Candidates with Aeronautical / Manufacturing / Mechanical Diploma and relevant experience will be considered). • Candidates without experience will be considered. • Good knowledge of high bypass gas turbine engines. • Good communication, analytical, engineering 	<ul style="list-style-type: none"> • Liaise with customers and OEM to determine the workscope for Engines and Modules. • Create specific work instructions for Engines and Modules. • Evaluate OEM technical publications for shop's readiness to perform the tasks. • Provide technical support on Engines and Modules strip findings. • Produce Technical Summary on strip findings and work performed on Engines and Modules. • Raise Technical Variance requests to OEM where necessary to accept findings beyond limits. • Provide Engineering support on Sentencing and Kitting activities. 	<ul style="list-style-type: none"> • Shift

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	and project management skills. <ul style="list-style-type: none"> • Good technical problem-solving skills. 	<ul style="list-style-type: none"> • Perform investigation on Engines and Modules rejected from service and produce technical reports on investigation findings. • Create engine test instructions and support test trouble-shooting 	
Procurement Executive	<ul style="list-style-type: none"> • Proficient in MS Office Skills (Excel, Word, PowerPoint) SAP (MM Module) proficiency • Good business writing and communication proficiency • Strong understanding of costing and negotiation techniques • Experience in process improvement and project management • Able to work in fast paced environment 	<ul style="list-style-type: none"> • Generate, expedite and track POs to completion. • Generate daily Procurement reports. • Vendor Approval update (AVL) • Open PO Report and update. • Comply and uphold all procurement processes and policies. • Responsible for compliance with Company Guidelines, Policies and Procedures. • Maintain files and documentation for audits. • Sourcing & procurement of indirect material & services necessary (goods and services not related to engines builds to enable it to maintain and develop the operations) • Negotiate with existing & prospective suppliers for the best terms & conditions and maintain relationships on strategic or critical supplies • Work with various departments on the smooth kick-off of projects and tenders • Vendor Management addressing quality, cost and delivery issues and vendor evaluation for performance • Data Analytic and data compilation for decision making • Employ creativity and innovation to effectively manage their budget while seeking out cost savings from suppliers. • Develop and build strategic partnership with key vendors • Conduct extensive research into future developments within various markets, ensuring they remain up to date with industry knowledge. 	<ul style="list-style-type: none"> • 830am to 606pm

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Support localization programs and initiate cost-reduction activities set by the management from time to time or on a regular basis and to meet those targets • Build rapport with various internal and external stakeholders to identify cost saving opportunities if appropriate • Lead in process improvement and cost saving projects • Responsible for compliance with Company Guidelines, Policies and Procedures • Comply and uphold all procurement processes and policies • Support monthly reporting for management review as needed • Manage daily operational purchasing activities • Build strong working relationships with both internal stakeholders and key suppliers • Manage contract negotiation based on standard contract template • Assist in performing all other relevant procurement activities within the scope as outlined above • Other administrative tasks as and when assigned/required to ensure purchases can be carried out smoothly, timely, and in compliance 	
<p>Factory Systems Engineer</p>	<ul style="list-style-type: none"> • Possess a Degree or Diploma in Engineering, IT or related fields • Experience with Microsoft Power Platform development • Experience with Microsoft Visual Studio Application development • Excellent team player, self-motivated and self-driven to deliver result. • Excellent analytical and problem-solving skills 	<ul style="list-style-type: none"> • Assist senior or principal engineer with solution development. • Create Test case and work with business for User Acceptance Testing • Participate in services and software system development and design. • Work with IT to ensure Business As usual support for factory system. • Work with capability acquisition team to ensure that future technology improvement aligns with Factory / Enterprise System requirement / expectation. 	<ul style="list-style-type: none"> • 830am to 606pm

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> and project management skills • Experience in leveraging 3rd party partners for support and/or projects. • Knowledge on Networking and Server Architecture • Experience with Object Oriented Design will be advantageous. • Familiarity with Agile/Scrum methodologies • Experience working in a high availability manufacturing services environment will be advantageous. • Experience with Six Sigma, LEAN or other Continuous Improvement process will be advantageous. Fresh Grad are welcome 	<ul style="list-style-type: none"> • Create reports and support business information requirement. • Assist business during system roll ou Can drive the system and deal with routine error message. 	
<p>Senior Customer Business Executive (Component Repair)</p>	<ul style="list-style-type: none"> • Possess a degree, preferably in Engineering with three years of experience in aerospace business, or equivalent • Excellent team member, proactive in managing issues and possess sense of responsibility and ownership in his/her work and result • Ability to build relationships both internally and externally • Proficient in MS Office applications and Office 365 platforms, experience in SAP will be advantageous 	<ul style="list-style-type: none"> • Communicate with customers on all aspects of orders, such as delivery commitments, pricing and component repair status • Develop overall support packages for commercial issues encountered by customers • Accountable for accuracy and timeliness of all invoices • Ensure payment for completed work is in line with contractual obligation • Resolve invoice queries in line with agreed business objectives • Administer warranty claims on behalf of customers • Represent customers in internal meetings to ensure customers' requests and concerns are duly addressed • Conduct periodic business reviews with customers • Manage ad-hoc requests from customers 	<ul style="list-style-type: none"> • 830am to 606pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Excellent interpersonal and communication skills Able to work independently in a fast-paced environment Multi-tasking, highly motivated with strong drive to succeed and exhibit a high level of integrity Enjoy problem solving 	<ul style="list-style-type: none"> Work closely with various internal and external stakeholders to identify cost saving opportunities Driving or supporting the identification of activities, measures and projects that are required in the wider business to support continuous improvement Ensure that Customer Business Excellence is delivered throughout the business 	
Technician (NDT)	<ul style="list-style-type: none"> NAS410 L2 certification in FPI/MPI/ECI/UTI/RT would be an advantage Knowledge and experience in chemical/mechanical cleaning preferred At least 2 years relevant working experience Applicants must be able to meet near vision & color perception requirement 	<ul style="list-style-type: none"> Perform visual and NDT inspection Perform manual/mechanical/chemical cleaning Work closely in accordance with Standard Operating Procedures, Data Cards, Process Controls to achieve the highest quality of work. 	<ul style="list-style-type: none"> Shift

#7 SMRT Corporation

SMRT Corporation Ltd (SMRT) is a public transport services provider. Our primary business is to manage and operate train services on the North-South Line, the East-West Line, the Circle Line, the new Thomson East-Coast Line and the Bukit Panjang Light Rail Transit. This is complemented by our bus, taxi and private hire vehicle services. In SMRT, we firmly believe that transport transcends the simple act of moving people; it is a dedicated effort to create a positive impact on individuals' lives.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Train Captain, Train Ops	<ul style="list-style-type: none"> NITEC or Higher NITEC in an Engineering discipline. 	<ul style="list-style-type: none"> 1. Able to work independently and analyse train faults systematically in order to make a sound and safe decision while operating the train. 2. Understand the train system functions and have an in-depth knowledge of the train 	<ul style="list-style-type: none"> 3 rotating shift

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		technicalities to follow up on train technical investigations <ul style="list-style-type: none"> • 3. Successful candidates will undergo a structured training program which requires short attachments to other Departments such as Station and Control Operations departments. This is to ensure that they equipped with the necessary knowledge and skills to perform the duty of a Train Captain and/or Train Captain's Trainer. 	
Assistant Station Manager	<ul style="list-style-type: none"> • NITEC / Higher NITEC in any discipline (Engineering disciplines will have added advantage. 	<ul style="list-style-type: none"> • Monitors and performs first level of maintenance for AFC equipment such as fare gates and ticketing machines. • Operates or man the train so as to provide quick response towards train faults and alarms, while ensuring that any delays are kept to the minimal. • Assists passengers in fare-related enquiries such as purchasing of tickets, ticketing problems, giving direction, enquiries on fares, etc. • Manages and reports all incidents and emergency situations relating to: <ul style="list-style-type: none"> • Staff and passenger (e.g. accident, assault, molest, etc.) • Trains (e.g. alarms, faults and manning of trains) • Passenger Service Centre (take local control of MFT functions due to failure of signalling equipment, responding to alarms/defects), • Stations (e.g. crowd control, fire, bomb hoax, flooding, etc.) 	<ul style="list-style-type: none"> • 3 rotating shift
Service Ambassador	<ul style="list-style-type: none"> • GCE 'O' level or equivalent and assessed to be competent in accordance with industry standards. 	<ul style="list-style-type: none"> • The Service Ambassador supports the day-to-day operations of the station, which includes preparing the station for revenue service, providing excellent customer service to visitors. He/She monitors commuter flow and manages crowds during peak hours 	<ul style="list-style-type: none"> • Shift work

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		and/or during service degradation.	
Bus Captain	<ul style="list-style-type: none"> At least 1 year driving experience. Class 3/3A/4/5 holders welcomed to join us. Safe driving track record. 	<ul style="list-style-type: none"> Provide a safe, smooth and comfortable bus journey for all our passengers. Adhere to allocated driving schedule and timing. Ensure compliance to company's stipulated operational standards and procedures. Perform any other bus driving and related duties that may be assigned from time to time. 	<ul style="list-style-type: none">
Manager	<ul style="list-style-type: none"> More than 8 years of experience in Communication System related field 	<ul style="list-style-type: none"> To provide engineering solutions to reliability problems affecting Communication system and their associated equipment. He will be required to coach and guide the team in defect troubleshooting, failure analysis, reliability trending, and develop engineering solutions to the problems identified; ensuring that each system and sub-system is performing within the defined reliability targets. He will also have to collaborate with other internal and external stakeholders on engineering and maintenance efforts and ensure high system reliability and availability. 	<ul style="list-style-type: none"> Normal office hours

#8 Surbana Jurong Group

SMM, the facilities management arm of Surbana Jurong Group, has more than 20 years of experience in managing every aspect of the built environment.

The true test of good facilities management services is the propensity to handle various arising situations. Our sterling track record in managing operationally ready facilities testifies to our capability and experience. We strive to create optimal outcomes for both asset owners and users.

Productivity and sustainability are central to everything that we do. In 2019, we are officially an accredited green facilities management firm by Singapore's Green Building Council.

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
District Manager	<ul style="list-style-type: none"> District Managers shall possess approved tertiary or equivalent qualification and with at least six (6) years relevant post graduate experience or ten (10) years for diploma holders in facilities management industry or relevant built environment industry 	<ul style="list-style-type: none"> The District Manager shall lead and manage the facility management team and put in place an effective Quality Assurance program for monitoring and improvement. The Authority reserves the right to request a change in District Manager when necessary. The District Manager shall liaise, interface, coordinate and communicate with the Authority to provide services and obtain feedback from them in order to ensure the quality of the Services rendered. The District Manager shall submit monthly performance report card, monthly management report and other supporting reports to the Authority; and monthly report to the respective Community Centre/Club/Building. These reports shall include the feedback received and the proposed and/ or actual actions to be taken or have been taken to improve their services rendered. The District Manager shall ensure that dialogue session shall be conducted between the senior management of the Managing Agent and the Authority as and when required. 	<ul style="list-style-type: none"> Mon - Fri 8.30am to 5.30pm Sat 8.30am to 12.30pm Lunch Break 1 hour
Property Managers	<ul style="list-style-type: none"> Property Managers shall possess approved tertiary or equivalent qualification and with at least three (3) years relevant post graduate experience or five (5) years for diploma holders in facilities management industry or relevant built environment industry. 	<ul style="list-style-type: none"> The Property Managers shall respond to the User and the Authority to ensure that the Facilities Management Services under the Contract have been properly rendered and performed. The Property Managers are to assist the Community Centre/Club/Building in planning and programming all visits and maintenance services including implementation of Improvement Works with the 	<ul style="list-style-type: none"> Mon - Fri 8.30am to 5.30pm Sat 8.30am to 12.30pm Lunch Break 1 hour

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		Project Manager/ project management team. <ul style="list-style-type: none"> Any other works assigned by the management 	
Assistant Property Managers	<ul style="list-style-type: none"> Assistant Property Managers shall possess approved tertiary or equivalent qualification and with at least two (2) years relevant post graduate experience or four (4) years for diploma holders in facilities management industry or relevant built environment industry. 	<ul style="list-style-type: none"> The Assistant Property Manager are to assist the Property Manager in managing the daily operations in all their CCs, shall respond to the User and the Authority also ensure that the Facilities Management Services under the Contract have been properly rendered and performed. The APM shall also liaise with TC and end users on the maintenance for PM and BM works carried out in CCs The APM need to be FSM 	<ul style="list-style-type: none"> Mon - Fri 8.30am to 5.30pm Sat 8.30am to 12.30pm Lunch Break 1 hour
Property Executives	<ul style="list-style-type: none"> Property Executives shall hold an approved diploma in estate management, building maintenance, civil/ structural/ mechanical or electrical engineering from a local polytechnic or equivalent with at least three (3) years relevant experience. 	<ul style="list-style-type: none"> The Property Executives would be the site supervisors and assist the Quantity Surveyors in all site measurement and records. Uploading all field data to centralised computer system. The Property Executive shall respond to the User and the Authority to ensure that the Facilities Management Services under the Contract have been properly rendered and performed The Property Executives are to assist the PM to manage the Community Centre/Club/Building in planning and programming all visits and maintenance services including implementation of Improvement Works with the Project Manager/ project management team. The PE need to be a FSM 	<ul style="list-style-type: none"> Mon - Fri 8.30am to 5.30pm Sat 8.30am to 12.30pm Lunch Break 1 hour
Building Manager Cum FSM	<ul style="list-style-type: none"> Building Managers shall possess approved tertiary or equivalent qualification and with at least three (3) years relevant post graduate experience or five (5) years for diploma holders in facilities management industry 	<ul style="list-style-type: none"> The Building Managers shall respond to the Community Centre/Club/Building, User and the Authority, to ensure that the Facilities Management Services under the Contract have been properly rendered and performed. 	<ul style="list-style-type: none"> Mon - Fri 8.30am to 5.30pm Sat 8.30am to 12.30pm Lunch Break 1 hour

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>or relevant built environment industry.</p>	<ul style="list-style-type: none"> • The Building Managers is to assist the Community Centre/Club/Building in planning and programming all visits and maintenance services including implementation of Improvement Works with the Project Manager/ project management team. • The Building Manager would be the site supervisors and assist the Quantity Surveyors in all site measurement and records. Uploading all field data to centralised computer system. • The BM need to be a FSM 	
Quantity Surveyors	<ul style="list-style-type: none"> • Quantity Surveyors shall have relevant tertiary Quantity Surveying and building related diploma/degree in recognised by Singapore Institute of Surveyors & Valuers and with at least five (5) years of relevant working experiences in quantity surveying. Assistant Quantity Surveyors shall have relevant tertiary Quantity Surveying and building related diploma/degree in recognised by Singapore Institute of Surveyors & Valuers and with at least two (2) years relevant working experience in quantity surveying. ny other specialist system for the term contracts. 	<ul style="list-style-type: none"> • The Quantity Surveyors shall support staff to support the maintenance and project works function for the Authority. • Prepare cost estimation, endorse, and ensure all costing by any contractor is properly checked and endorsed as stated above; • The number of days shall be computed from the date of issuance of the quotation by the contractor to the day that the Managing Agent endorse the quotation, both dates inclusive. • For critical/ urgent cases, the Authority may require the Quantity Surveyor to endorse the costing within a shorter timeframe and the Managing Agent is required to comply accordingly. • Prepare and report financial projection and carry out budgetary and expenditure control of Contractors' contract prior to commencement of each financial year arising from maintenance charges and other charges to provide appropriate contingencies. • Prepare and recommend monthly or progress payment claims and final account submitted by the term contractors' and to ensure 	<ul style="list-style-type: none"> • Mon - Fri 8.30am to 5.30pm • Sat 8.30am to 12.30pm • Lunch Break 1 hour

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>timely and complete submissions to the Authority for payment including all substantiations in accordance to the conditions of contract of the respective term contractors' contract.</p> <ul style="list-style-type: none"> • Evaluate and carry out joint measurement with Contractors on their claims for the Purchase Order/ Works Order (including Bills of Items of works) and endorse that they are prepared and computed correctly in accordance with the maintenance term contracts, Contract Price and Option Price; • Assess and recommend claims submitted by term contractors to ensure that the claims submitted are in accordance to the contract provisions and rates used are in accordance to the Schedule of Rates or Fixed Schedule of Rates; • Administer the term contract works to be carried out by Contractors, including advising the Authority on Contractors' claims and verifying 'star-rate' quotations on behalf of the Authority; check, vet and recommend the 'star-rate items' submitted by the Contractors, before the start of works, are reasonable and in accordance with fair market prices for the Authority's acceptance; collate all statistical returns, vet guarantees and warranties; finalise the Purchase Order/ Works Order amount, etc; • Check, verify and confirm Contractors' invoices to ensure that the invoices tally with Purchase Order/ Works Order/ Endorsed Quotation, where applicable; • Compile all payment claims, interim certificates, Purchase Order/ Works Order (including Bills of Items of works) and 	

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>invoices and ensure timely submission to the Authority for payment.</p> <ul style="list-style-type: none"> • Review and prepare specifications, evaluate, and recommend tender submissions and carry out contract documentation as described in the Requirement Specifications. There are demand aggregated contracts for specialist systems and common services across PA and all districts. As such, the Managing Agent awarded shall be responsible to prepare tender documents, evaluate and award the tenders for this demand aggregated specialist systems and common services. • Prepare the tender documents, evaluate and award the tenders for demand aggregated specialist contracts within a single Community Centre/Club/Building but cuts across all districts, even if the specialist systems are located in other districts. • Evaluate, verify and recommend that "star rate items" submitted by Contractors, before the start of works, are reasonable and in accordance with fair market prices for the Authority's acceptance. To collate all statistical returns, vet guarantees and warranties; finalise Purchase Order/Works Order amount, etc. • Prepare and recommend final payment to work done by term Contractors. • Obtain and monitor the Performance Bonds, Bankers Guarantees and any other forms of insurances. • Draft and prepare any form of period and non-period contract which is required by the Authority to carry out works related to Community Centre/Club/Building or other 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		PA properties facilities for the Community Centre/Club/Building or other PA properties to call tender/quotation. <ul style="list-style-type: none"> • Prepare quotation/tender documents including mechanical and electrical, civil, and structural 	
Asset Manager (Tenancy Management)	<ul style="list-style-type: none"> • Asset Manager should possess approved tertiary or equivalent qualification and with at least three (3) of experience in asset management or related field. 	<ul style="list-style-type: none"> • Compile and maintain record of Urban Redevelopment Agency approved use and registered unit numbers of the lettable premises. Assist with change of use and unit number registration as and when required by the Authority. • To provide and advise on M&E provisions of the lettable premise in preparation of rental of premise, and other information on lettable premises as required by the Authority. • To prepare, attend and assist with viewing of lettable premises, including but not limited to cleaning and prepare the premise (for vacant premises) prior to viewing, walkthrough, prepare any technical data as and when requested by the Authority. Follow-up with facilities related/technical enquires from prospectives. • Carry out joint inspections, walkthrough, and testing of M&E equipment with vacating Tenants/Licensee to ensure reinstatement works and defects have been completed in accordance with requirements. • Manage and ensure proper documentation of handing over of lettable premise by vacating Tenants/Licensee to the Authority. • Manage and ensure proper documentation of handing over of a premise to new Tenants/Licensee, including 	<ul style="list-style-type: none"> • Mon - Fri 8.30am to 5.30pm • Sat 8.30am to 12.30pm • Lunch Break 1 hour

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>preparing handover checklist, ensure photograph records of handover condition and any other necessary works and documentation as instructed by the Authority.</p> <ul style="list-style-type: none"> • Any other necessary works as directed by the Authority with respect to handing/taking over of Lettable premises. • Ensure Tenants/Licensee do not carry out any fit out works without Authority's approval. • Review Tenants/Licensee fit out plan and check on Tenants/Licensee's compliance on the requirements of the Authority. Ensure fit out plan is in accordance with the Authority fit-out Guide and comply with all prevailing statutory guidelines and safety regulations. • Arrange and attend meetings with Tenants/Licensee to seek clarification and better understanding of intended fit out works, where necessary. • Administer issuance of permit to work to Tenants/Licensees. • Ensure fit out works carried out by the tenant do not damage the property, and do not alter or damage any parts of the building. • Ensure Tenants/Licensee remove all waste and debris on-site and keep the premises at the common areas clean. Tenants/Licensee are not allowed to dump their renovation debris at the bin centre. • Ensure that there are no unauthorised works, excessive electrical installations, etc. carried out by tenants. • Facilitate and coordinate the connection of utilities of the Tenants/Licensees and ensure works are carried out. Ensure Tenants/Licensees have engaged the services of a 	

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>Licensed Electrical work and Licensed Plumber before allowing the Tenants/Licensee to proceed with connection.</p> <ul style="list-style-type: none"> • For tenanted premises without direct utilities meters, provide utilities meter readings to the Authority for purpose of billing tenants. • Ensure the tenants provide “as built” fitting out plans on Architectural, Air-Conditioning, Mechanical Ventilation System and Exhaust System (if applicable). Plumbing and Sanitary Plans and Structural Plans (if any) and certified true copies of such fitting out plans approved by the relevant authorities. • Conduct inspection to ensure tenant’s renovation works are done in accordance with the endorsed fit out plan before business commencement. If there is any deviation, advise Tenants/Licensees on rectification and/or resubmission of plans. • Conduct monthly checks to ensure Tenants/Licensees do not engage or carry out any unauthorised activities including but not limited to the following: Unauthorised building works and any addition & alterations; • Unauthorised extension of renovation of tenanted premises; • Unauthorised usage or change of use of premises; • Illegal dumping of refuse and food waste; • Fire Safety Hazards; • Unauthorised storage of flammable items, obstruction to fire escape route, placement of fire extinguisher, etc • Encroachment of common areas. 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Report any incidents or non-compliance by Tenants/Licensees to the Authority immediately, and work with Tenants/Licensees and stakeholders to resolve any breach or maintenance issue. Provide monthly report on tenant's infringement and rectification status, works schedule and start of business operations, and any other information required by the Authority. Attends regular monthly meetings with the Authority, or any meetings as and well required. Review and provide inputs on update of Authority's Fit out guide for tenants. Ensure Tenants/Licensees comply with relevant Greenmark and current GreenGov requirements. 	
Fitness Trainer	<ul style="list-style-type: none"> BMI of 25 or below 	<ul style="list-style-type: none"> Conduct group level fitness training in accordance to lesson plans Conduct fitness assessments (e.g IPPT) Implement, manage and enforce safe management measures accordance to stipulated rules and regulations Reporting of training equipment defect, facility issues and any physical/potential hazards Perform risk assessment and enforcement of safety measures during training activities Assist in organising events or programmes Ad-hoc duties as assigned 	<ul style="list-style-type: none"> 0730hrs to 1130hrs 1430hrs to 1800hrs
Fitness Trainer (Gym Management)	<ul style="list-style-type: none"> Min 1 year experience in Fitness 	<ul style="list-style-type: none"> Conduct familiarisation and orientation of gym facilities and equipment. Ensure that only registered or authorized users are admitted into the gym. Reporting of machines/training equipment defect, facility issue 	<ul style="list-style-type: none"> 0700hrs to 1600hrs 1200hrs to 2100hrs

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>and physical or potential hazards to gym POC.</p> <ul style="list-style-type: none"> • Perform CPR and AED procedures, as well as administer first aid in case of emergencies. • Assist and ensure all gym users perform safe and proper usage of the exercise equipment and applications of exercise techniques. • Demonstrate and familiarize gym users with the exercise equipment in the gym, especially users who are new to a gym environment. • Implement, manage and enforce safe management measures and stipulated rules and regulations during training activities 	

#9 Verti Human Capital

In the ever-evolving landscape of talent acquisition, we stand out as pioneers of innovation with our groundbreaking service: a subscription-based model. At the core of our approach lies a commitment to improve recruitment paradigms, offering you a cost-effective solution that provides continuous access to a diverse talent pool. We're here for the long haul, fostering enduring partnerships built on trust, collaboration, and mutual success. Our dedication to your growth journey ensures that we're not just service providers but strategic allies invested in your continued success.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Restaurant F&B Crews	<ul style="list-style-type: none"> • Positions available: • Kitchen/service crew • Job Description: • -Take order, serving and cashier 	<ul style="list-style-type: none"> • Able to commit certain weekends • Fluent in English • Experience in F&B preferred, those with none are welcomed to apply • Students welcome to apply (central only) • Able to stand long hours (at least 6 hours a day) • Working rights required for this role 	<ul style="list-style-type: none"> • 9.30 am - 10.30 pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Restaurant F&B Management Trainee	<ul style="list-style-type: none"> • Able to commit certain weekends • Fluent in English • Experience in F&B preferred, those with none are welcomed to apply • Students welcome to apply (central only) • Able to stand long hours (at least 6 hours a day) • Working rights required for this role 	<ul style="list-style-type: none"> • Take order, serving and cashier • Maintain cleanliness of area • Train, roster, and supervise premises • Combine Service Crew and Chef 	<ul style="list-style-type: none"> • 9.30 am - 10.30 pm
Restaurant F&B Chef	<ul style="list-style-type: none"> • Able to commit certain weekends • Fluent in English • Experience in F&B preferred, those with none are welcomed to apply • Students welcome to apply (central only) • Able to stand long hours (at least 6 hours a day) • Working rights required for this role 	<ul style="list-style-type: none"> • Take order, serving and cashier • Maintain cleanliness of area • Train, roster, and supervise premises 	<ul style="list-style-type: none"> • 9.30 am - 10.30 pm
Café F&B Cleaner	<ul style="list-style-type: none"> • Able to commit certain weekends • Fluent in English • Experience in F&B preferred, those with none are welcomed to apply • Students welcome to apply (central only) • Able to stand long hours (at least 6 hours a day) • Working rights required for this role 	<ul style="list-style-type: none"> • Take order, serving and cashier • Maintain cleanliness of area • Train, roster, and supervise premises 	<ul style="list-style-type: none"> • 10am - 8pm
Café F&B Crews	<ul style="list-style-type: none"> • Able to commit certain weekends • Fluent in English • Experience in F&B preferred, those with none are welcomed to apply • Students welcome to apply (central only) 	<ul style="list-style-type: none"> • Take order, serving and cashier • Maintain cleanliness of area 	<ul style="list-style-type: none"> • 44 hours/ week

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Able to stand long hours (at least 6 hours a day) • Working rights required for this role 		
Café F&B Chef	<ul style="list-style-type: none"> • Able to commit certain weekends • Fluent in English • Experience in F&B preferred, those with none are welcomed to apply • Students welcome to apply (central only) • Able to stand long hours (at least 6 hours a day) • Working rights required for this role 	<ul style="list-style-type: none"> • Take order, serving and cashier • Maintain cleanliness of area 	<ul style="list-style-type: none"> • 44 hours/ week
Hawker Kitchen Assistants	<ul style="list-style-type: none"> • Able to commit certain weekends • Fluent in English, Mandarin • Experience in F&B preferred, those with none are welcomed to apply • Students welcome to apply (central only) • Able to stand long hours (at least 6 hours a day) • Working rights required for this role 	<ul style="list-style-type: none"> • Take order, serving and cashier • Maintain cleanliness of area • Deep frying according to recipe • Change oil where needed 	<ul style="list-style-type: none"> • 45 hours/ week
Hawker F&B Sellers	<ul style="list-style-type: none"> • Able to commit certain weekends • Fluent in English, Mandarin • Experience in F&B preferred, those with none are welcomed to apply • Students welcome to apply (central only) • Able to stand long hours (at least 6 hours a day) • Working rights required for this role 	<ul style="list-style-type: none"> • Take order, serving and cashier • Maintain cleanliness of area • Deep frying according to recipe • Change oil where needed 	<ul style="list-style-type: none"> • 45 hours/ week
Supermarket Promoter	<ul style="list-style-type: none"> • Able to commit certain weekend 	<ul style="list-style-type: none"> • Promoting Halal organic chicken • Stock count/ take, and reporting 	<ul style="list-style-type: none"> • 10am - 6pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Fluent in English • Experience in F&B preferred, those with none are welcomed to apply • Students welcome to apply • Working rights required for this role 		
Warehouse Assistant	<ul style="list-style-type: none"> • Positive attitude, accountability, and eagerness to learn. • Physically capable of working in a warehouse setting. • Structured and self-sufficient worker with strong organizational skills. • Having a valid forklift driving license is a plus. • Basic computer literacy is advantageous. • No quota available. 	<ul style="list-style-type: none"> • Manage receiving and inspection of incoming goods • Handle picking, packing, and shipping for local and international orders. • Manage loading and unloading, organising, labelling, and packaging of products. • Coordinate with Customer Service to ensure timely processing of orders. • Enforce warehouse procedures and safety protocols. • Conduct regular stock checks and counts as needed. • Maintain cleanliness and organization in the warehouse. • Assist with other warehouse tasks as assigned by superiors. 	<ul style="list-style-type: none"> • 8.30am - 12.30pm
Information Technology	<ul style="list-style-type: none"> • At least 3 yeats of packaging design • Experience in Project Handling 	<ul style="list-style-type: none"> • Selling of IT Services to client 	<ul style="list-style-type: none"> • 44 hours/ week
Design Engineer	<ul style="list-style-type: none"> • At least 1-2 years of IT Experience • Willing to do sales 	<ul style="list-style-type: none"> • Overseeing packaging design projects • Main POC approvals and liasing with team in India 	<ul style="list-style-type: none"> • 44 hours/ week
DogSitter	<ul style="list-style-type: none"> • Experience in dog handling • Able to speak Mandarin • Below age 30 	<ul style="list-style-type: none"> • Cleaning and taking care of dog • Taking dogs on walks and playing with dogs 	<ul style="list-style-type: none"> • 7am - 3pm
DogCare Driver	<ul style="list-style-type: none"> • At least 2 years driving experience • Experience in dog handling 	<ul style="list-style-type: none"> • Fetching and dropping off dogs • Driving dogs to home 	<ul style="list-style-type: none"> • 6.45am - 6.15pm
Café Service Crew	<ul style="list-style-type: none"> • Able to climb stairs occasionally • Fluent in English 	<ul style="list-style-type: none"> • Take order, serving and cashier 	<ul style="list-style-type: none"> • 11am - 5pm • 44 hours/ week
Café Manager	<ul style="list-style-type: none"> • Exp in F&B preferred, fluent in English, 	<ul style="list-style-type: none"> • Take order, serving and cashier • Maintain cleanliness of area 	<ul style="list-style-type: none"> • 45 hours/ week

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	experience in managing in F&B	<ul style="list-style-type: none"> Train, roster and supervise staff" 	

#10 e2i services

Services provided	Details
1-to-1 Career Coaching	<p>Our career coaches can offer you invaluable assistance such as:</p> <ul style="list-style-type: none"> Uncovering your career interests and goals Assessing your current employability gaps Expanding your job search resources and knowledge of the job market Recommending relevant workshops to boost your skills and employability Providing personalised job matching services Offering support and building your confidence to advance in your career journey

[Click Here for Table of Content](#)

Concerned about your Job Security in this period?

In this critical period, we wish to help all workers to tighten their job security. We have compiled a list of resources for you to widen your search, sharpen your skills, and receive funding support.

Meet an e2i Career Coach

For jobseekers who need to speak to a career coach for career advisory and support, they can make an appointment online to meet up with an e2i coach for one-to-one coaching.

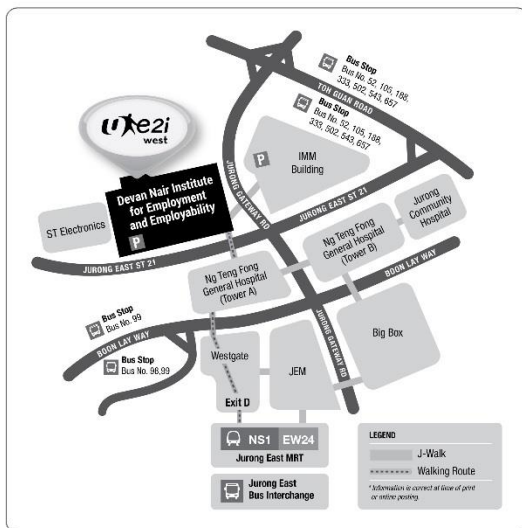
<https://e2i.sg/cg-cp123?r=qr>



You can also reach them at the following centres (By appointment only):

e2i west
 Devan Nair Institute of Employment and Employability
 80 Jurong East St 21 Level 2
 Singapore 609607

Find us at these other locations.



<https://e2i.sg/locjw2?r=qr>

Operating Hours: Monday till Friday: 9am to 5pm
 Saturday: 9am to 1pm
 Sunday & Public Holiday: Closed

Click Here for Table of Content

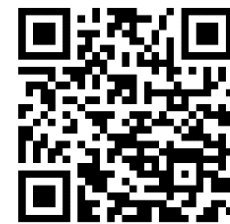
NTUC Job Security Council's Telegram Channels

Be alerted daily on the latest job vacancies from hiring companies.

- Subscribe to **PMET Jobs-Alert**
(e.g. Analysts, Engineers, Executives, Technicians, etc)
<https://bit.ly/jsc-ja-pmet>



- Subscribe to **Non-PMET Jobs-Alert**
(e.g. Temporary, part-time jobs, operators, packer roles)
<https://bit.ly/jsc-ja-nonpmet>



Check out our e-Resources for Jobs & Skills

Explore this site to get this information:

- Career Resource kit for Professionals
 - Career Assessment Tool
 - e2i Resume Builder
 - Career Fairs
- and many more.



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Sign up today!



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