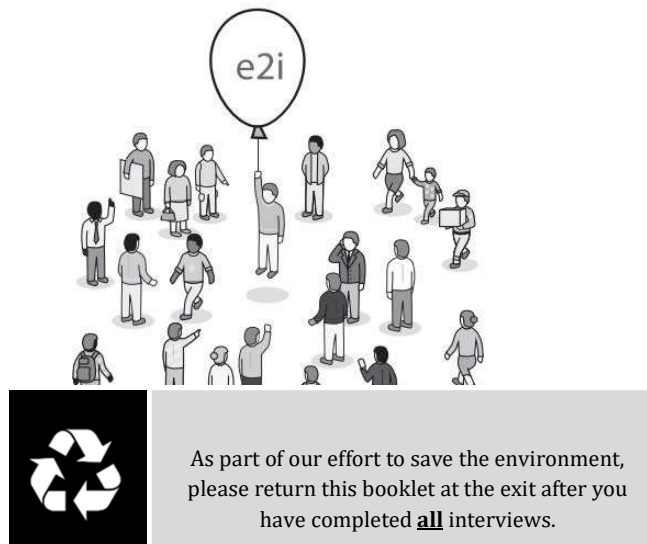


e2i with EA Recruitment: Job Openings in the West!

29 May 2026

#01-01 Devan Nair Institute

JOB LISTING BOOKLET



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 EA RECRUITMENT PTE. LTD.

Job Positions	Pre-requisites	Working Hours / Location
1. Accountant	Job Description: <ul style="list-style-type: none"> Prepare a full set of management accounts 	<ul style="list-style-type: none"> 5 days
	Job Requirement: <ul style="list-style-type: none"> Minimum 5 years of experience in full set accounting 	
2. Accounts cum Admin Executive	Job Description: <ul style="list-style-type: none"> Manage daily accounting operations including data entry, invoicing, and maintaining accurate financial records Handle accounts payable and accounts receivable, including preparing invoices, processing payments, and following up on outstanding balances Assist in preparing monthly financial reports, bank reconciliations, and supporting documents for accounting purposes Maintain proper documentation and filing of invoices, receipts, purchase orders, and other financial records Coordinate with suppliers, customers, and internal departments regarding billing, payments, and account-related matters Perform general administrative duties such as managing emails, answering phone calls, scheduling appointments, and maintaining office supplies Assist in preparing quotations, purchase orders, and other administrative paperwork when required Ensure office records and company documents are organized and updated properly Support management with ad-hoc administrative and accounting tasks as assigned 	<ul style="list-style-type: none"> 9am to 6pm
	Job Requirement: <ul style="list-style-type: none"> At least 5 year of accounting experience (if possible), Knowledge in Netsuite Accounting Software is a plus 	
3. Account Management Manager	Job Description: <ul style="list-style-type: none"> Own and manage key MNC accounts across ASEAN and India. Expand account scope vertically within markets and horizontally across multiple countries Support onboarding of new regional accounts, ensuring smooth transition from proposal to implementation Monitor operational performance against agreed KPIs and Service Level Agreements (SLAs) Conduct regular business reviews with key clients to identify performance gaps, risks and improvement initiatives 	<ul style="list-style-type: none"> Mon-Fri, 8:30am-6pm
	Job Requirement: <ul style="list-style-type: none"> 5 - 8 years of relevant working experience in Key Account / Sales role (3PL / Freight Forwarding) 	
4. Admin cum HR cum Finance	Job Description: <ul style="list-style-type: none"> Handle daily admin duties (filing, scheduling, purchase orders, site coordination) 	<ul style="list-style-type: none"> 9am to 6pm

Job Positions	Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Manage HR tasks (recruitment, onboarding, attendance, payroll, workers’ records) • Process work permits / documentation for foreign workers (if applicable) • Liaise with site supervisors and workers for manpower arrangements • Prepare invoices, quotations, and monitor payments from clients • Track expenses, petty cash, and basic accounting records • Assist in budgeting and cost tracking for landscaping projects • Coordinate with suppliers for materials (plants, tools, equipment) • Maintain proper documentation for projects and contracts • Support overall office and operations to ensure smooth workflow <p>Job Requirement:</p> <ul style="list-style-type: none"> • Minimum Diploma in Business Administration / Human Resource Management • Basic knowledge of the Employment Act and document management is advantageous 	
<p>5. Assistant Engineer</p>	<p>Job Description:</p> <ul style="list-style-type: none"> • Assist Engineers in the maintenance, repair, and installation of equipment • Diagnose errors and technical issues and determine appropriate solutions • Support Engineers in project management, including planning, execution, and monitoring • Assist with the installation of new equipment and systems. • Conduct routine troubleshooting of mechanical and electrical equipment to ensure smooth operations • Produce timely and detailed reports regarding maintenance activities, project status, and any issues or delays • Follow all company field processes and protocols to ensure safety and efficiency • Perform basic housekeeping duties to ensure a clean and safe work environment • Perform any other engineering-related tasks as assigned by senior engineers or management • On-the-job training provided <p>Job Requirement:</p> <ul style="list-style-type: none"> • Technical degree or relevant certification in Engineering. (Minimum fresh polytechnic graduate) • Entry-level candidates welcome; experience is a plus. • Ability to understand instructions and communicate effectively • High attention to detail and strong commitment to quality and safety • Ability to work independently with minimal supervision. • Willingness to be available for standby shifts 	<ul style="list-style-type: none"> • 8.30am to 5.30pm
	<p>Job Description:</p>	

Job Positions	Pre-requisites	Working Hours / Location
6. Assistant Production Manager	<ul style="list-style-type: none"> Assist the Operations Manager in managing day-to-day production processing, including thermal treatment, chemical leaching, milling, blending processes 	<ul style="list-style-type: none"> 5 days
	Job Requirement: <ul style="list-style-type: none"> Minimum 3 - 5 years of experience in Manufacturing industry 	
7. Assistant Service Engineer	Job Description: <ul style="list-style-type: none"> Repair & maintenance of cleaning equipment, e.g. road sweepers, ride-on auto-scrubbers etc. 	<ul style="list-style-type: none"> 5 days
	Job Requirement: <ul style="list-style-type: none"> Possess knowledge and or experience in AC DC motors, understand single-phase & three-phase, hydraulic system, lead acid battery will be an advantage 	
8. BIM Coordinator	Job Description: <ul style="list-style-type: none"> Identify client needs in the AEC sector and recommend suitable BIM/digital construction solutions Conduct product demos, presentations, and prepare proposals or quotations Develop new business opportunities and maintain strong customer relationships. Collaborate with technical teams for smooth project delivery and client satisfaction Track sales pipeline, prepare reports, and achieve assigned sales targets Stay updated on BIM trends, competitors, and industry developments 	<ul style="list-style-type: none"> 5 days
	Job Requirement: <ul style="list-style-type: none"> Diploma/Degree in Structural/Architecture /Engineering/Construction/MEP or equivalent Minimally 2 years' experience in similar role as a BIM coordinator or drafter 	
9. Business Development Executive	Job Description: <ul style="list-style-type: none"> Identify potential clients for the waste management market segments assigned to him or her with the aim to establish cordial and business relations 	<ul style="list-style-type: none"> 5 days
	Job Requirement: <ul style="list-style-type: none"> Must possess own vehicle 	
10. Business Support Executive	Job Description: <ul style="list-style-type: none"> Administrative support to sales department 	<ul style="list-style-type: none"> 5 days
	Job Requirement: <ul style="list-style-type: none"> Possess minimum 2 years' experience as a Sales Coordinator or Customer Service role 	
11. Chemical Engineering Technician (Solvent Recovery)	Job Description: <ul style="list-style-type: none"> To work at distillation process plant to make sure distil spent waste material into product 	<ul style="list-style-type: none"> 5.5 days / 12 hours shift

Job Positions	Pre-requisites	Working Hours / Location
	Job Requirement: <ul style="list-style-type: none"> Minimum NITEC/Diploma in Chemical Engineering, Biotechnology, or a related field. 	
12. Chemical Engineering Technician (Waste Water Treatment Plant)	Job Description: <ul style="list-style-type: none"> Perform equipment, wastewater facilities maintenance and troubleshooting of wastewater treatment machines/processes 	<ul style="list-style-type: none"> 5.5 days / 12 hours shift
	Job Requirement: <ul style="list-style-type: none"> Experience in Waste Water Treatment Plant or Process Industry is advantageous 	
13. Class 4 / Class 5 Driver	Job Description: <ul style="list-style-type: none"> Assist with loading and unloading of items and containers Perform quantity and quality checks on items before loading To check, load and deliver goods to outlet / department stores To upkeep cleanliness / maintenance of vehicle Completing daily delivery schedules in a timely fashion Any other ad hoc duties as assigned 	<ul style="list-style-type: none"> Monday to Saturday (5.5 days) 8am to 5pm; 8am to 12.30pm
	Job Requirement: <ul style="list-style-type: none"> Possess valid Class 4 and/or Class 5 driving license with clean record 	
14. Customer Experience Account Manager	Job Description: <ul style="list-style-type: none"> Responsible for developing space solutions and redefining living spaces for our customers Work on strategizing space solutions and recommending products to customers based on their individual needs Share product knowledge and be the key relationship person to your clients Travel across the island for assigned client visits, site visits, and coordinate meetings as required Generate sales quotations and process sales orders for clients Maintain good technical knowledge about our products and are able to help customers resolve sales-related issues or product-related enquiries promptly. 	<ul style="list-style-type: none"> 9am to 6pm (off on Sunday and one weekday)
	Job Requirement: <ul style="list-style-type: none"> 2 – 4 years of experience in sales or customer service-related role in Renovation / Blinds industry (preferred) 	
15. Customer Service Coordinator	Job Description: <ul style="list-style-type: none"> Ensure customer bookings are promptly documented, processed and reviewed for accuracy and completeness Input export job reference Any special shipment requirements shall be resolved with the shipper prior accepting the booking. Keep Sales Personnel informed about their bookings Upon receipt of booking from shipper, Customer Service will book shipment direct with shipping lines or our consol for both FCL and LCL cargo 	<ul style="list-style-type: none"> Mon-Fri 9am to 6pm

Job Positions	Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • After confirmation of space with shipping lines or consol, Customer Service will advise shipper via email or fax • Customer Service will proceed to arrange the trucking and collection of cargo if customer require this service • Any changes in vessel details or delay in arrival date will be made known to shipper via phone or email by Customer Service • Ensure all cargoes send in good condition and if any damage shall revert to customer immediately <p>Job Requirement:</p> <ul style="list-style-type: none"> • 1-2 years in shipping role 	
<p>16. Customer Service Engineer</p>	<p>Job Description:</p> <ul style="list-style-type: none"> • Provide sales support / technical support <p>Job Requirement:</p> <ul style="list-style-type: none"> • Minimum Diploma in Engineering course with minimum 2 years relevant working experience 	<ul style="list-style-type: none"> • 5 days
<p>17. Customer Service Manager</p>	<p>Job Description:</p> <ul style="list-style-type: none"> • Lead, coach and mentor the customer service team to deliver exceptional service standards <p>Job Requirement:</p> <ul style="list-style-type: none"> • At least 2 years in Customer Service Supervisory role 	<ul style="list-style-type: none"> • 5 days
<p>18. Customer Service Officer cum Permit Declarant</p>	<p>Job Description:</p> <ul style="list-style-type: none"> • Experienced operations and contracts support professional with hands-on expertise in service operations, inventory management, customer service, logistics coordination, and trade compliance • Skilled in handling import/export documentation, Customs and TradeNet permit declarations, shipping coordination, inventory reporting, and contract administration. Adept at maintaining customer accounts, monitoring operational efficiency, resolving service issues, and ensuring timely execution of logistics and documentation processes • Strong knowledge of HTS classification, duty payment procedures, and cross-functional coordination with customers, hauliers, shipping companies, and government authorities • Committed to continuous process improvement, operational excellence, and delivering high-quality customer service in fast-paced environments <p>Job Requirement:</p> <ul style="list-style-type: none"> • Experienced in Licensed Warehouse environment and/or requirements for Customs' compliance including Customs Permit Declaration 	<ul style="list-style-type: none"> • 5.5 days (alternate Saturday) • 8.00am - 5.00pm / 8.00am - 12.00pm
<p>19. Driver cum Warehouse Helper (Class 3 / Pick-up)</p>	<p>Job Description:</p> <ul style="list-style-type: none"> • Drive company vehicles safely for site visits, deliveries, and project support • Perform routine maintenance, inspection, and minor repairs on hydraulic systems and equipment 	<ul style="list-style-type: none"> • Weekdays - 9am to 6pm, Saturday - 9am to 4pm (Saturday timing more flexible)

Job Positions	Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Assist technical teams with on-site setup, troubleshooting, and operations • Maintain accurate logs of vehicle usage, service records, and equipment maintenance • Ensure compliance with safety regulations and company protocols <p>Job Requirement:</p> <ul style="list-style-type: none"> • Class 3 Driving License 	
<p>20. Duty Superintendent</p>	<p>Job Description:</p> <ul style="list-style-type: none"> • To oversee and manage all operation activities and ensure safety measures are in place, especially after office hour, night and weekend. <p>Job Requirement:</p> <ul style="list-style-type: none"> • At least 2 years' experience in Process industry 	<ul style="list-style-type: none"> • 5 days
<p>21. Electrical & Instrumentation Engineer</p>	<p>Job Description:</p> <ul style="list-style-type: none"> • Implement and execute preventive and breakdown maintenance work for electrical and instrumentation related tasks with focus on safety <p>Job Requirement:</p> <ul style="list-style-type: none"> • Strong knowledge of providing PLC Ladder Diagram and troubleshooting. 	<ul style="list-style-type: none"> • 5 days
<p>22. Head of Product Development ASEAN</p>	<p>Job Description:</p> <ul style="list-style-type: none"> • Coordinate with APAC product development teams for appropriate allocation of product/projects and in alignment with product cluster management with respect to new product specification and designs for different product applications and requirements • Support the expansion of company Singapore laboratory with the mission of testing supplier products (control & data cables) as part of global laboratory network • Coordinate with global R&D and company Engineering AG for developing patent strategy in APAC • Technical guidance/support of the series development teams in APAC, including regular feedback and development discussions • Planning of resources and budgets for development projects. • Manage the product technical aspects/product specification to fulfil the product requirements defined by product management to fulfil the customer needs and achieve the business' short- and long-term goals • Responsible for technical data sheets (TDS) for customised products (SPP) to support procurement team. • Responsible for technical coordination with product owner/product management, procurement and quality adoption projects with supplier (APAC factories/vendors) • Contribution to the definition of product strategy and roadmap 	<ul style="list-style-type: none"> • Mon-Fri 8:30am-5:30pm

Job Positions	Pre-requisites	Working Hours / Location
	<p>Job Requirement:</p> <ul style="list-style-type: none"> • Technical degree in Electrical or Electronics Engineering • Minimum 15 years of experience in product development • Strong knowledge of product development processes and technical standards • Proven experience managing cross country / regional teams • Positive, solution-oriented approach 	
<p>23. HR cum Admin Assistant</p>	<p>Job Description:</p> <ul style="list-style-type: none"> • Responsible for general HR duties and admin support <p>Job Requirement:</p> <ul style="list-style-type: none"> • Possess minimum Diploma in Business Administration / HR or relevant qualification 	<ul style="list-style-type: none"> • 5 days
<p>24. HVAC Drafter</p>	<p>Job Description:</p> <ul style="list-style-type: none"> • Prepare detail drawings, as-built drawings plans and layout based on specifications using AutoCAD, ensuring accuracy and completeness for submission • Revise and update drawings in accordance with engineer’s instructions, site conditions, and comments by project team. • Identify and resolve clashes related to ducts, pipes, beams, ceilings, and other building services • Collaborate with engineers, project managers and other stakeholders to understand design requirements, address queries, and coordinate drafting activities • Maintain organized project files and documentation. • Conduct site visits as required to verify site conditions and installation details • Perform other ad-hoc drafting assigned by the Project Management Team to support project needs <p>Job Requirement:</p> <ul style="list-style-type: none"> • Minimum 3–5 years of relevant drafting experience in ACMV / HVAC 	<ul style="list-style-type: none"> • Monday - Friday (8.30am to 5.00pm)
<p>25. Indoor Sales Coordinator</p>	<p>Job Description:</p> <ul style="list-style-type: none"> • Support the sales team with administrative tasks and report preparation • Process sales orders, invoices, and delivery schedules • Update pricing & costing list and data sheet • Handling customer orders and processing payments • Creating and maintaining sales-related documents, such as quotes, contracts, and presentations • Handling in-bound customer inquiries • Handling basic procurement and trading activities • Other duties as and when assigned <p>Job Requirement:</p> <ul style="list-style-type: none"> • Possess minimum Diploma and/or Degree with at least 1 year of relevant experience. 	<ul style="list-style-type: none"> • Monday to Friday • Working hours: 8am – 5pm
<p>26. Junior Sales Manager</p>	<p>Job Description:</p> <ul style="list-style-type: none"> • Co-lead the business development strategy and effort in the industrials, O&G, Marine, and shipbuilding industries for valves and related products 	<ul style="list-style-type: none"> • Monday to Friday • Working hours: 8am – 5pm

Job Positions	Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Drive the sales pipelines and sales processes • Potentially build a sales team (indoor and outdoor) • Large accounts management, project tenders pipeline development, and tendering proposals • Lead negotiations for large, multi-stakeholder deals • Identify and capitalize on new market opportunities within SEA, creating go-to-market strategies for cutting-edge technologies and applications • Deliver precise sales forecasts and insightful market analysis to senior leadership, using data to inform strategic adjustments and optimize sales processes • Cultivate and maintain strong relationships with key clients and Channel partners in the water and wastewater industry to enhance brand presence and drive sales • Develop a network of channel partners to expand market reach and support strategic sales initiatives <p>Job Requirement:</p> <ul style="list-style-type: none"> • Minimum diploma, but preferred bachelor's degree or equivalent experience in Business and/or Engineering with 2 years of sales experience 	
<p>27. Junior/Senior Aircon Technician</p>	<p>Job Description:</p> <ul style="list-style-type: none"> • Install, inspect, maintain and repair various types of all commercial & residential air conditioners • Perform regular preventive maintenance and corrective work on air conditioning system • Diagnoses electrical and mechanical defects and malfunctions • Carries out repair works such as replacement of air con compressor, fan coil motors etc • Recommends appropriate repair and improvement works to customers • Perform servicing of air conditioning at customers' residential and commercial premises that includes chemical washing, chemical overhauls, general maintenance services • Ensure all works compliance with appliance standards and Health and Safety Act • Daily reporting to direct manager • Any other tasks, when required by the immediate supervisor <p>Job Requirement:</p> <ul style="list-style-type: none"> • Minimum 2 years' experience as Aircon Tech is required 	<ul style="list-style-type: none"> • 5.5 days' work week • Working hours: 8.30am to 5.30pm, 8.30am to 12.30pm
<p>28. Laboratory Technician</p>	<p>Job Description:</p> <ul style="list-style-type: none"> • To conduct final sample preparation in final sampling room. <p>Job Requirement:</p> <ul style="list-style-type: none"> • At least ITE or Diploma in Chemistry/Chemical Process Technology/Material Science or equivalent 	<ul style="list-style-type: none"> • 5.5 days
<p>29. Landscape Worker</p>	<p>Job Description:</p> <ul style="list-style-type: none"> • Watering of plants and removal of weeds or unwanted plants • Pruning of low shrubs. • Forking soil 	<ul style="list-style-type: none"> • Mon to Fri. 8:00am - 5:00pm • Sat, 8:00am - 12:00pm

Job Positions	Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Clearing dry leaves • Propagation of plants <p>Job Requirement:</p> <ul style="list-style-type: none"> • Minimum 1 year experience • Physically fit to work 	
30. Mechanical Engineer	<p>Job Description:</p> <ul style="list-style-type: none"> • To ensure all the maintenance work is carried out systematically, efficiently & safely <p>Job Requirement:</p> <ul style="list-style-type: none"> • Familiarity with conveyor, pumps and rotating equipment 	<ul style="list-style-type: none"> • 5.5 days Alt Sat
31. Mechanical Engineering Technician	<p>Job Description:</p> <ul style="list-style-type: none"> • Service, repair, install, load testing on crane and hoists system <p>Job Requirement:</p> <ul style="list-style-type: none"> • Role Required to WORKING AT HEIGHT 	<ul style="list-style-type: none"> • 5.5 days Alt Sat
32. Mechanical Engineering Technician	<p>Job Description:</p> <ul style="list-style-type: none"> • Preventive maintenance on all the equipment in plant as per instruction <p>Job Requirement:</p> <ul style="list-style-type: none"> • Minimum NITEC/Diploma in Mechanical, Electrical Engineering or a related field 	<ul style="list-style-type: none"> • 5.5 days / 12 hours shift
33. Process Safety Engineer	<p>Job Description:</p> <ul style="list-style-type: none"> • Develop technical studies towards the implementation of processes in the plant, evaluating plant capacity, process conditions, and other variables which can affect the process <p>Job Requirement:</p> <ul style="list-style-type: none"> • Minimum of 2 – 5 years of engineering experience supporting Operations, Engineering and/or Projects, such as plant or process engineering, project safety design, execution, engineering and/or technical service roles 	<ul style="list-style-type: none"> • 5 days
34. Production Chemical Technician	<p>Job Description:</p> <ul style="list-style-type: none"> • Operate the process to meet the conditions specified in manuals/instructions <p>Job Requirement:</p> <ul style="list-style-type: none"> • Minimum ITE or Diploma holder; Engineering or Chemistry field preferred 	<ul style="list-style-type: none"> • 5.5 days
35. Project Engineer	<p>Job Description:</p> <ul style="list-style-type: none"> • To supervise, execute and coordinate project activities <p>Job Requirement:</p> <ul style="list-style-type: none"> • Must have experience in alarm, card access and CCTV system installation knowledge 	<ul style="list-style-type: none"> • 5 days
36. Project Manager	<p>Job Description:</p> <ul style="list-style-type: none"> • Lead a Project Team of consultants, contractors, developer in daily-site activities • Conduct project briefing and kick start meeting • Responsible for periodic progress reports • Evaluate the master program and monitor work progress 	<ul style="list-style-type: none"> • Mon to Fri, 8:30am - 5:30pm

Job Positions	Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Identify potential or actual causes of delay and take preventive or remedial actions • Monitor submissions and clearances from relevant authorities • Assist on documentations and make recommendation to clients for award of contracts • Check safety management system and conduct periodic safety inspection • Conduct feasibility studies and recommendations on the development concept, preliminary program and budget • Identify and resolve site technical problems • Supervise site works to achieve good quality • Assist in investigating and liaising with public and the relevant authorities for public feedback <p>Job Requirement:</p> <ul style="list-style-type: none"> • Diploma in IT Engineering, Civil Engineering, Architectural or equivalent • 2 - 3 years of relevant working experience in project management 	
<p>37. Purchasing Executive / Procurement</p>	<p>Job Description:</p> <ul style="list-style-type: none"> • Responsible in purchasing spare parts & consumables requested by Engineers • Manage store supplies, ensure sufficient stocks for daily work operations • Responsible for the quality of products supplied to the company Negotiate term contracts/credit terms with suppliers • Execute orders and monitor delivery status • Manage and source for vendors with competitive prices • Upkeep purchased records and provide monthly reports for all orders • Conduct supplier audit • Implement and maintain ISO 9001:2015 <p>Job Requirement:</p> <ul style="list-style-type: none"> • Diploma in Mechanical Engineering or equivalent • Preferably with technical knowledge • Minimum 2 years purchasing experience in Marine Industry 	<ul style="list-style-type: none"> • Mon-Thur - 8am - 6pm • Fri - 8am - 5pm
<p>38. Quantity Surveyor</p>	<p>Job Description:</p> <ul style="list-style-type: none"> • Tender and Contract documents administration • Prepare BQ, cost estimation, and cost control • Responsible for quantity take-off, claim preparations, variations, and final accounts • Understand the market updates and construction cost trend • Good knowledge in Contract and QS procedures and pricing • Strong leadership skill and work independent • Any other ad-hoc task assigned by Superior <p>Job Requirement:</p> <ul style="list-style-type: none"> • 0-2 years of experience 	<ul style="list-style-type: none"> • Mon-Fri 8am-6pm • Sat 8am-12pm

Job Positions	Pre-requisites	Working Hours / Location
<p>39. R&D Specialist</p>	<p>Job Description:</p> <ul style="list-style-type: none"> Develop, evaluate, and optimize treatment and handling processes for existing, new, and unknown waste streams, ensuring technical feasibility and cost-effectiveness <p>Job Requirement:</p> <ul style="list-style-type: none"> Ph.D in Chemistry or Chemical Engineering with more than 5 years of experience in the area of specialty chemical manufacturing/applications, oil & gas or water treatment industry 	<ul style="list-style-type: none"> 5 days
<p>40. Regional Business Development Manager ASEAN & India (CL & FF)</p>	<p>Job Description:</p> <ul style="list-style-type: none"> Deliver assigned regional revenue and gross profit targets. Identify and develop new regional and multinational customers Drive growth in priority trade lanes and industry verticals Lead regional RFQs and cross-country sales opportunities Provide reliable forecasts and visibility of regional performance Partner with pricing and operations on regional and complex solutions Monitor regional market trends, customer requirements, and competitor activity <p>Job Requirement:</p> <ul style="list-style-type: none"> Proven experience managing regional or multinational accounts Strong understanding of ASEAN +India trade lanes, markets, and customer dynamics Deep understanding of freight products, warehousing, trade lanes, and carrier dynamics 	<ul style="list-style-type: none"> Mon-Fri 8:30am-6pm
<p>41. Regional Category Manager</p>	<p>Job Description:</p> <ul style="list-style-type: none"> Develop and implement regional category strategies: <ul style="list-style-type: none"> This includes identifying opportunities for growth, developing product assortments, and setting procurement strategies. Conduct market research and competitive analysis: <ul style="list-style-type: none"> Stay informed about industry trends, competitor activities, and emerging technologies. Develop and manage category budgets and forecasts: <ul style="list-style-type: none"> Ensure the category is profitable and achieves its sales targets Build and maintain strong relationships with suppliers: <ul style="list-style-type: none"> Negotiate favorable terms and conditions, ensuring a reliable supply chain Evaluate and select suppliers: <ul style="list-style-type: none"> Ensure suppliers meet quality, cost, and delivery requirements Collaborate with cross-functional teams: <ul style="list-style-type: none"> Work with marketing, sales, operations, and other departments to achieve business objectives Stay up to date with industry standards and regulations: <ul style="list-style-type: none"> Ensure compliance with relevant guidelines and best practices 	<ul style="list-style-type: none"> Mon-Fri 8:30am-5:30pm

Job Positions	Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Manage and develop a team (if applicable): Motivate and coach team members to achieve their goals • Travel as needed for supplier visits, industry events, or customer meetings <p>Job Requirement:</p> <ul style="list-style-type: none"> • 5 - 8 years of procurement experience in global environment 	
<p>42. Sales Consultant</p>	<p>Job Description:</p> <ul style="list-style-type: none"> • Develop / Create / Enhance & Coordinating models from all trades for ongoing and past model work • Reviewing and organizing models and data collected from 3rd party data (CAD & Model) • Work & Review on multiple disciplines model • Assist with QA/QC coordination • Change Order Processing • Track multiple milestones through the different phases of a project • Communicate with clients via phone, e-mail • Ensure that project operations comply with company standards and client requirements • Document any project issues and be able to communicate and resolve effectively with clients • Assist with resource planning • Develop and promote new strategies for effective working of BIM model • Perform quality analysis tests to check consistency of the product with the plans • Liaise with the architect, clients, civil engineers from time to time • Train the team members on developing the BIM model and using BIM software • Upgrade the organization's BIM model with advancements in BIM technologies • Manage a technical team and to coordinate with senior project architects. • Assist in the production of construction documents and other deliverables • Assist Naviswork Manage – clash detection add on to REVIT • Assist Naviswork – construction programming / phasing add on to REVIT • Assist Primavera & Microsoft Project for 4D simulation • Assist Core-net BIM Submission, Authorities Submission <p>Job Requirement:</p> <ul style="list-style-type: none"> • Diploma or Degree in Engineering, Architecture, Construction Management, or Business. • At least 2–3 years of sales experience in construction technology, software, or related fields. 	<ul style="list-style-type: none"> • Working day: Monday - Friday • Working hours: 9-6pm
<p>43. Sales Coordinator</p>	<p>Job Description:</p> <ul style="list-style-type: none"> • To qualify sales inquiries by understanding customer requirements and generate sales related documents (eg. 	<ul style="list-style-type: none"> • Working Day: Monday - Friday

Job Positions	Pre-requisites	Working Hours / Location
	<p>Quotation, Sales Order, Invoice, Purchase Order etc..) internally and externally</p> <ul style="list-style-type: none"> • Responsible for shipping documents (import and export) with suppliers and customers • To help sales team in daily operations and administrative work • To follow up orders to ensure timely payment and delivery for customers • Coordinating with warehouse team and update stock level by every month end • To build and maintain good relationships with customers and suppliers • Working with the team to develop business plan to achieve sales target <p>Job Requirement:</p> <ul style="list-style-type: none"> • Minimum 1 year experience as Sales Support role 	<ul style="list-style-type: none"> • Working Hours: 8.00am to 5.30pm
<p>44. Sales Engineer</p>	<p>Job Description:</p> <ul style="list-style-type: none"> • Serve existing assigned accounts and prospect potential new customers <p>Job Requirement:</p> <ul style="list-style-type: none"> • Possess Class 3 driving license and own vehicle 	<ul style="list-style-type: none"> • 5 days
<p>45. Sales Executive</p>	<p>Job Description:</p> <ul style="list-style-type: none"> • Promote international air and ocean services • Cold calls to prospects • Prepare monthly sales report • Achieve sales target • Identify potential clients and develop new accounts. • To manage sales and daily logistics duties • Ensure high customer satisfaction • Conduct Marketplace and research • Identify and enlarge targeted customer base <p>Job Requirement:</p> <ul style="list-style-type: none"> • 1-2 years in sales / logistics role 	<ul style="list-style-type: none"> • Mon-Fri 9am-6pm
<p>46. Security Engineer</p>	<p>Job Description:</p> <ul style="list-style-type: none"> • Performing maintenance service, commissioning of alarm systems <p>Job Requirement:</p> <ul style="list-style-type: none"> • Must have experience in alarm, card access and CCTV system installation knowledge 	<ul style="list-style-type: none"> • 12 hours shift
<p>47. Senior Admin Coordinator</p>	<p>Job Description:</p> <ul style="list-style-type: none"> • Handle general administrative duties including filing, data entry, and document management • Prepare and maintain reports, correspondence, and presentation materials • Maintain proper records of contracts, customer documents, and administrative files 	<ul style="list-style-type: none"> • Mon-Fri 8:30-5:45pm

Job Positions	Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Coordinate office facilities, meeting rooms, and office supplies • Liaise with internal stakeholders and external vendors on administrative matters • Assist in the preparation, checking, and verification of customer billing and invoices • Ensure invoices are accurate, complete, and aligned with contracts, purchase orders, or service records • Track billing status and follow up on outstanding invoices with internal teams • Assist in arranging meetings, appointments, and internal events • Support logistics coordination for meetings, training sessions, and company activities • Follow up on action items and ensure timely completion • Assist with purchase requisitions, invoice submissions, and expense tracking • Support basic budget tracking and administrative cost monitoring where required <p>Job Requirement:</p> <ul style="list-style-type: none"> • 1-2 years in Logistics Billing role 	
<p>48. Senior Project Engineer</p>	<p>Job Description:</p> <ul style="list-style-type: none"> • Project planning and execution <p>Job Requirement:</p> <ul style="list-style-type: none"> • Minimum 5-7 years Project Management experience in Data Center / Building Power Generation environment highly preferred 	<ul style="list-style-type: none"> • 5 days
<p>49. Senior Security Officer</p>	<p>Job Description:</p> <ul style="list-style-type: none"> • Ensuring the safety of personnel, assets, and property <p>Job Requirement:</p> <ul style="list-style-type: none"> • Familiarity with access control systems and CCTV monitoring 	<ul style="list-style-type: none"> • 12 hours
<p>50. Service Engineer</p>	<p>Job Description:</p> <ul style="list-style-type: none"> • Attend to equipment fault at customers’ premises <p>Job Requirement:</p> <ul style="list-style-type: none"> • Must have experience in alarm, card access and CCTV system installation knowledge 	<ul style="list-style-type: none"> • 5 days
<p>51. Service Sales Engineer</p>	<p>Job Description:</p> <ul style="list-style-type: none"> • Finding and securing new customers <p>Job Requirement:</p> <ul style="list-style-type: none"> • Possess with electrical and crane/hoist basic knowledge 	<ul style="list-style-type: none"> • 5.5 days
<p>52. Service Technician</p>	<p>Job Description:</p> <ul style="list-style-type: none"> • Mechanical preventive maintenance - verify mechanical faults, replacement of spare parts and repair <p>Job Requirement:</p> <ul style="list-style-type: none"> • Possess knowledge and or experience in AC DC motors, understand single-phase & three-phase, hydraulic system, lead acid battery will be an advantage 	<ul style="list-style-type: none"> • 5 days

Job Positions	Pre-requisites	Working Hours / Location
53. Shipping Coordinator (BL)	<p>Job Description:</p> <ul style="list-style-type: none"> • Manage daily Import operation & Prepare shipping documents for FCL and LCL and Air shipment • Prepare Booking Confirmation, Bill of Ladings, Delivery Order, permits • Issue invoices and helping customers with enquires. • Ensuring compliance on import and export matters (DG declaration, permits, trucking arrangement etc.) • Working closely with customer and follow up bookings <p>Job Requirement:</p> <ul style="list-style-type: none"> • 1-2 years in shipping role 	<ul style="list-style-type: none"> • Mon-Fri 9am-6pm
54. Shipping Coordinator (Import)	<p>Job Description:</p> <ul style="list-style-type: none"> • Process orders from customers and prepare shipping documents • Prepare billing to customers • Attend to customers' enquiries, concerns and issues on freight services • Arrange custom clearance and declare permits • Arrange the trucking and collection of cargo, if the customer requires this service • Verify vendor's invoice and close files <p>Job Requirement:</p> <ul style="list-style-type: none"> • 1-2 years in shipping role 	<ul style="list-style-type: none"> • Mon-Fri 9am-6pm
55. Site Supervisor	<p>Job Description:</p> <ul style="list-style-type: none"> • Project site management and coordination <p>Job Requirement:</p> <ul style="list-style-type: none"> • Possess Minimum Class 3/3A license • Safety Orientations Course (Working in Power Plant and Construction) • Supervise Work at Height Course (preferred) 	<ul style="list-style-type: none"> • 5.5 days
56. Technical Support Assistant	<p>Job Description:</p> <ul style="list-style-type: none"> • Perform regular repairs and maintenance of yard and workshop tools and equipment <p>Job Requirement:</p> <ul style="list-style-type: none"> • Basic technical knowledge on tooling and vehicle maintenance 	<ul style="list-style-type: none"> • 5 days
57. Territory Sales Manager (CL & FF)	<p>Job Description:</p> <ul style="list-style-type: none"> • Execute the company's sales strategy within the assigned territory to deliver revenue and gross profit target • Actively prospect, qualify, and win new customers within assigned sales territory • Grow and retain existing customers through effective account management • Manage RFQs, pricing requests, and contract discussions in coordination with pricing and operations 	<ul style="list-style-type: none"> • Mon-Fri 8:30am-6pm

Job Positions	Pre-requisites	Working Hours / Location
	<p>Job Requirement:</p> <ul style="list-style-type: none"> • Minimum 5 years of sales experience within freight forwarding and logistics industry • Demonstrated success as an individual contributor. • Comfortable operating in a fast-paced, performance-driven environment • Strong understanding of freight products, warehousing, trade lanes, and carrier dynamics 	
<p>58. Truck Driver</p>	<p>Job Description:</p> <ul style="list-style-type: none"> • To drive the Company’s truck for collection and transportation of wastes 	<ul style="list-style-type: none"> • 5.5 days
	<p>Job Requirement:</p> <ul style="list-style-type: none"> • Possess Class 4/5 driving license (Good record) 	
<p>59. Warehouse Assistant / Executive</p>	<p>Job Description:</p> <ul style="list-style-type: none"> • Oversee the day-to-day operations of the warehouse/office. • Implement proper labelling and categorization systems • Maintain accurate records of incoming and outgoing goods. • Keep accurate records of stock movements, transactions, and inventory levels • Assist in other tasks as assigned by the supervisor or management. • Other warehouse logistics activities assigned. • Handle customer & email inquiries 	<ul style="list-style-type: none"> • Mon-Fri 8:30am-5:30pm • Sat 8:30am-12:30pm
	<p>Job Requirement:</p> <ul style="list-style-type: none"> • Forklift license • Proficient in computer skill (warehouse system & Microsoft office) 	

#2 e2i Services

e2i Services

- Career Coaching & Job Matching
- SkillsFuture Advice

• For Career Coaching

Are you at a career crossroad? Engage a career coach to nurture your career and be well-equipped with newfound skills as you embark on a new career or navigate a career change.



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

e2i Career Centre (DNI)
 Devan Nair Institute
 for Employment and Employability
 80 Jurong East St 21 Level 2
 Singapore 609607

Operating Hours (DNI)
 Mondays: 2:30pm – 5:00pm
 Tuesdays – Fridays: 9:00am – 5:00pm
 Saturdays: 9:00am – 1:00pm

Nearest MRT: Jurong East

e2i Career Centre (OMB)
 1 Marina Boulevard,
 #B1-03
 Singapore 018989

Operating Hours (OMB)
 Mondays: 2:30pm – 5:00pm
 Tuesdays – Fridays: 9:00am – 5:00pm
 Saturdays: 9:00am – 1:00pm

Nearest MRT: Raffles Place, Downtown

e2i Career Centre (OTH)
 ServiceSG Centre Our Tampines Hub,
 1 Tampines Walk,
 #01-21
 Singapore 528523

Operating Hours (OTH)
 Mondays: 2:30pm – 5:00pm
 Tuesdays – Fridays: 9:00am – 5:00pm
 Saturdays: 9:00am – 1:00pm

Nearest MRT: Tampines

Jobs and Skills Centre

Locations	Address	Operating Hours* (With effect from 1 September 2023)
Bishan Community Club	Level 1, Reading Room	Mondays: Closed Tuesdays to Fridays: 10am to 5.30pm

Locations	Address	Operating Hours* (With effect from 1 September 2023)
	51 Bishan Street 13, S(579799)	Saturdays: 10am to 2pm Sundays and Public Holidays: Closed
Ci Yuan Community Club	Level 4, Multi-Purpose Room 5, 51 Hougang Avenue 9, S(538776)	Mondays, Tuesdays, Thursdays & Fridays: 10am to 5.30pm Wednesdays: Closed Saturdays: 10am to 2pm Sundays and Public Holidays: Closed
Clementi Community Centre	Room 01-06, 220 Clementi Avenue 4, S(129880)	Mondays, Wednesdays and Fridays: 10am to 5.30pm (Virtual/Phone Coaching) Thursdays: 10am-5.30pm (Face-to-Face Coaching) Tuesdays: Closed Saturdays, Sundays and Public Holidays: Closed
The Frontier Community Club	Level 2 Room 205, 60 Jurong West Central 3, S(648346)	Mondays, Tuesdays, Thursdays & Fridays: 10am to 5.30pm Wednesdays: Closed Saturdays: 10am to 2pm Sundays and Public Holidays: Closed
Social Service Office @ Bukit Merah	3779 Jalan Bukit Merah, #01-01, S(159462)	Mondays to Fridays: 9am to 5pm Saturdays, Sundays and Public Holidays: Closed
Social Service Office @ Queenstown	40 Margaret Drive, #02-01, S(140040)	Mondays to Fridays: 9am to 5pm Saturdays, Sundays and Public Holidays: Closed
Teck Ghee Community Club	861 Ang Mo Kio Avenue 10, #02-03, S(569 734)	Mondays, Wednesdays to Fridays: 10am to 5.30pm Tuesdays: Closed Saturdays: 10am to 2pm Sundays and Public Holidays: Closed

Locations	Address	Operating Hours* (With effect from 1 September 2023)
Toa Payoh West Community Club	Level 3, Music Room 1, 200 Lorong 2 Toa Payoh, S(319642)	Mondays to Thursdays: 10am to 5.30pm Fridays: Closed Saturdays: 10am to 2pm Sundays and Public Holidays: Closed
Yew Tee Community Club	20 Choa Chu Kang St 52, #03-05, S(689286)	Mondays to Wednesdays, Fridays: 10am to 5.30pm Thursdays: Closed Saturdays: 10am to 2pm Sundays and Public Holidays: Closed

The following centres are supported by a job kiosk where you can explore career resources virtually.

Locations	Address	Operating Hours*
Clementi Community Centre ^{KIOSK}	Level 1, 220 Clementi Avenue 4, S(129880)	Mondays to Fridays: 10am to 5.30pm Saturdays: 10am to 2pm Sundays and Public Holidays: Closed
Hong Kah North Community Club ^{KIOSK}	Level 1, 30 Bukit Batok Street 31, S(659440)	
Whampoa Community Club ^{KIOSK}	Level 1, 300 Whampoa Drive, S(327737)	
Yuhua Community Club ^{KIOSK}	Level 1, 90 Boon Lay Way, S(609958)	

NTUC Job Security Council's Telegram Channels

Be alerted daily on the latest job vacancies from hiring companies. Subscribe to JSC Telegram channels today! If you don't have Telegram, get more info on how to download the app at <https://telegram.org/>

Jobs Alert for PMET

e.g. Engineers, Managers,
Executives, Technicians



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<https://www.e2i.com.sg/JSCTelegram/PMET>

Jobs Alert for non-PMET

e.g. Temp jobs, operators,
packers, etc



Join Our Telegram

<https://www.e2i.com.sg/JSCTelegram/Non-PMET>