

# e2i Built Environment & Sun City Maintenance – Job Fair @Tai Seng 18 - L1 Mini Atrium

Together, Potential Meets Opportunities

## JOB LISTING BOOKLET



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**Date: 15 April 2024 (Monday)**  
**Time: 10am to 4pm**



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](http://www.e2i.com.sg).

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
<b>Common Cleaner</b>	<p><b>Job Description:</b></p> <ul style="list-style-type: none"> <li>• Clean building floors by sweeping mopping, scrubbing, or vacuuming.</li> <li>• Gather and empty debris.</li> </ul> <p><b>Job Requirement:</b></p> <ul style="list-style-type: none"> <li>• Able to walk and stand for 45 minutes continuously.</li> <li>• Able to carry load.</li> </ul>	<ul style="list-style-type: none"> <li>• 6 days</li> <li>• 44 hours</li> <li>• Full time/ Permanent</li> <li>• Locations - 159545</li> </ul>
<b>Restroom Cleaner</b>	<p><b>Job Description:</b></p> <ul style="list-style-type: none"> <li>• Clean toilets by washing, sweeping, mopping, or scrubbing.</li> <li>• Gather and empty debris.</li> <li>• Replenish toilet rolls, hand towels and hand soap.</li> </ul> <p><b>Job Requirement:</b></p> <ul style="list-style-type: none"> <li>• Able to stand for 45 minutes continuously.</li> <li>• Able to carry load.</li> <li>• Able to squad to wash toilets.</li> </ul>	<ul style="list-style-type: none"> <li>• 6 days</li> <li>• 44 hours</li> <li>• Full time/ Permanent</li> <li>• Locations - 159545</li> </ul>
<b>Operations Supervisor</b>	<p><b>Job Description:</b></p> <ul style="list-style-type: none"> <li>• Coach, train, and supervise cleaners.</li> <li>• Plan cleaning service operations.</li> <li>• Manage incident.</li> <li>• Operate cleaning machines when required.</li> <li>• Handle cleaning chemicals.</li> <li>• Ensure productivity, effectiveness, and efficiency.</li> <li>• Execute company policies and ensure compliance.</li> <li>• Manage HR, supplies, equipment.</li> </ul> <p><b>Job Requirement:</b></p> <ul style="list-style-type: none"> <li>• Relevant certificate.</li> <li>• Cleaning experience.</li> <li>• Leadership experience.</li> <li>• Min 2 years working experience.</li> </ul>	<ul style="list-style-type: none"> <li>• 6 days</li> <li>• 44 hours</li> <li>• Full time/ Permanent</li> <li>• Locations - 159545</li> </ul>
<b>Operations Executive</b>	<p><b>Job Description:</b></p> <ul style="list-style-type: none"> <li>• Forecast, plan, recruit and deploy cleaners to meet the site(s) contractual requirements.</li> <li>• Oversee incident management.</li> <li>• Represent company in customer relations.</li> <li>• Inspect and audit assigned site(s) regularly to maintain and improve performance.</li> <li>• Ensure productivity, effectiveness, and efficiency of assigned site(s).</li> <li>• Execute company policies at assigned site(s) and ensure compliance.</li> <li>• Manage HR, supplies, equipment, and finance of assigned site(s).</li> <li>• Forecast, plan and support training of staff of assigned site(s).</li> </ul> <p><b>Job Requirement:</b></p> <ul style="list-style-type: none"> <li>• Relevant certificate.</li> <li>• Cleaning experience.</li> <li>• Leadership experience.</li> <li>• Min 2 years working experience.</li> </ul>	<ul style="list-style-type: none"> <li>• 6 days</li> <li>• 44 hours</li> <li>• Full time/ Permanent</li> <li>• Locations - 159545</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
<b>Operations Manager</b>	<p><b>Job Description:</b></p> <ul style="list-style-type: none"> <li>• Educate, uphold, and guard company core values and culture across all job sites.</li> <li>• Building open and trusting relationship with clients.</li> <li>• Manage staff motivation, discipline, development, and performance.</li> <li>• Monitor and uphold the cleaning and maintenance quality standards and operating procedures for all jobsites.</li> <li>• Ensure effective OJT and upskilling of all operational staff.</li> <li>• Oversee the profitability and cost effectiveness of assigned job sites.</li> <li>• Plan manpower deployment at various site to meet the contractual requirement of clients.</li> <li>• Resolve feedback/complaints from clients and taking immediate preventive measures to ensure that similar problem does not recur.</li> <li>• Recruit and induct new employees.</li> <li>• Ensure all WSH and Safety Compliance Committee requirements are met.</li> </ul> <p><b>Job Requirement:</b></p> <ul style="list-style-type: none"> <li>• Relevant diploma/degree.</li> <li>• Leadership experience.</li> <li>• Min 3 years working experience.</li> </ul>	<ul style="list-style-type: none"> <li>• 6 days</li> <li>• 44 hours</li> <li>• Full time/ Permanent</li> <li>• Locations - 159545</li> </ul>
<b>Business Admin Executive</b>	<p><b>Job Description:</b></p> <ul style="list-style-type: none"> <li>• Work closely with Business Development (BD) to provide administration support to Business Development and Senior Management.</li> <li>• Check and monitor sales opportunities daily.</li> <li>• Prepare quotations, follow up on sales orders and tender preparations.</li> <li>• Assist BD in drafting proposals for both current and prospective clients.</li> <li>• Perform basic customer service functions, like answering questions or responding to enquiries.</li> <li>• Maintain and ensure accuracy in sales and customer records.</li> <li>• Ensure proper housekeeping and filing of documents and records.</li> <li>• Compile monthly sales reports.</li> <li>• Manage application and renewal of company's accreditations, ISO certifications and insurances.</li> <li>• Coordinate schedules and managing calendars for multiple parties to ensure that activities are properly arranged with no conflicts.</li> <li>• Other ad hoc duty as assigned.</li> </ul> <p><b>Job Requirement:</b></p> <ul style="list-style-type: none"> <li>• Minimum Diploma/ITE or equivalent in any discipline.</li> <li>• Good communication skills.</li> <li>• Highly meticulous with an eye for details.</li> <li>• Fast worker who can work well under pressure and timeline.</li> <li>• Proficient in Microsoft Office.</li> <li>• Competencies in IT System is an advantage.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days</li> <li>• 44 hours</li> <li>• Full time/ Permanent</li> <li>• Locations - 159949</li> </ul>