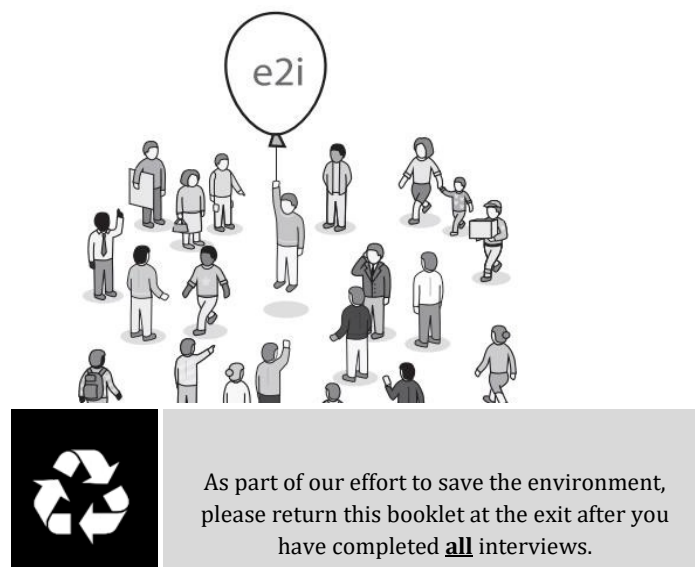


e2i Built Environment & LS2 Services Pte Ltd Job Fair @Yishun Bus Interchange

JOB LISTING BOOKLET

Date :21st October 2024(Monday)
Time: 10am to 4pm



About e2i (Employment and Employability Institute)

e2i is the empowering network for workers and employers seeking employment and employability solutions. e2i serves as a bridge between workers and employers, connecting with workers to offer job security through job-matching, career guidance and skills upgrading services, and partnering employers to address their manpower needs through recruitment, training and job redesign solutions. e2i is a tripartite initiative of the National Trades Union Congress set up to support nation-wide manpower and skills upgrading initiatives. For more information, please visit www.e2i.com.sg

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#1 LS2 Services Pte Ltd

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Cleaners	<p>Job Description:</p> <ul style="list-style-type: none"> Perform cleaning in the premises as directed by Senior Supervisor/Supervisor/ARM. Maintain cleanliness of assigned areas. Ensure safety measures are adhered to during operation. Update job and log card record entries. Handle tools and equipment Prepare the appropriate tools and equipment for cleaning. Ensure the appropriate tools and equipment are adequate and in working condition. Ensure tools and equipment are replenished, reinstated, and maintained. Handle incidents. Respond to incidents and emergencies as directed. Report operational abnormalities to the appropriate person. Empty waste bins. Sweep and vacuum floor or carpets of assigned area. Wash and maintain the cleanliness of bathrooms and toilets. Wipe tabletops, shelves, and partitions of assigned areas. Any other duties as assigned. <p>Job Requirement:</p> <ul style="list-style-type: none"> No experience required. Physical fit. 	<ul style="list-style-type: none"> 5, 5.5 or 6 days 7am to 3pm 8am to 5pm 9am to 6pm Full time or Part time / Permanent Locations - Island wide
Cleaning Supervisor	<p>Job Description:</p> <ul style="list-style-type: none"> Supervise multiple teams of cleaners in multiple cleaning projects. Train cleaners and team leaders on service standards and provide help and guidance when necessary. Assist in planning work schedules and deployment of manpower. Monitor and follow up on compliance with cleaning procedures, workplace safety and tender specifications. Implement operation plans to improve work processes and service quality. Interact and handle complaints and feedback and build relationships with customers. Check cleaning equipment condition. Monitor cleaning material stock level and re-order materials when needed. Solve operational problems and make decisions. Submit daily cleaning report. Facilitate effective communication and engagement at the workplace. <p>Job Requirement:</p> <ul style="list-style-type: none"> Experience needed. 	<ul style="list-style-type: none"> 6 days Flexible working hours Full time/ Permanent Locations - Island wide

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Cleaner Team Leader	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Attend to clients' enquiries and requests. Carry out induction procedures with all new staff. Check cleaning equipment condition. Check work done by cleaners. Communicate and relate effectively at the workplace. Demonstrate understanding of cleaning methods and processes. Implement work plans. Inform the supervisor or manager when the stock level of cleaning materials is low. Inform team of clients' requests and follow up to ensure request is done. Instruct and delegate tasks to team. Oversee day-to-day cleaning operations Provide appropriate guidance and training for cleaning staff. Resolve problems and make decisions at operational level. Train new cleaners on work procedures and operation of equipment. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> Cleaning experience. Leadership experience. 	<ul style="list-style-type: none"> 5, 5.5 or 6 days 7am to 3pm 8am to 5pm 9am to 6pm Full time /Permanent Locations - Island wide
HR Executive	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Typing of Letter of Appointment and other personnel letters for assigned projects/divisions. Updating of employee data in the system. Maintaining electronic personnel files to ensure employment contracts and related documents are in place. Handling bi-monthly payroll for assigned projects/divisions. Prepare payroll costing for assigned projects/divisions. Collecting, opening and disseminating of mail. Source and arrange for adhoc training courses. Application of training grants. Updating of Training Plan and collating of training evaluation forms for ISO 9000 certification. Provide support for answering incoming phone calls and enquiries. Collect, sort and distribute incoming mail and post outgoing mails. Any adhoc HR duties as assigned. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> Diploma in Human Resource Management, Administrative or similar. Minimum 2 years of experience in related functions. Good communication skills (written and oral). Pro-active manner, willing to offer new suggestions and share Knowledge of Foreign Manpower Act. Familiar with work pass regulations. Proficient in Microsoft Office/Excel with an eye for details. 	<ul style="list-style-type: none"> 5 days 8am to 5pm Full time/ Permanent Locations - 658064

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Operation Executive	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Coordinate with Operations and Client to ensure quality service delivery. • Maintain stock and inventory. • Implement maintenance schedules for tools and equipment. • Facilitate effective work processes. • Assist in resolving existing contract conflicts. • Support Operations team to perform administrative duties including data entry, prepare report, maintaining and compiling records and org chart etc. • Assist on arranging workers' accommodation and liaising with agent. • Monitoring & updating attendance of employees' records and maintaining a proper filing system. • Office administrative duties including courier, provide clerical support on daily operation, including filing, scanning, photocopying, etc. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Min 2 year in Operations / Clerical Administrative. • Good knowledge of Microsoft Word, Excel and PowerPoint. • Able to multi-task and have initiative to respond to various situations. • Class 3 License. 	<ul style="list-style-type: none"> • 5 days • 8am to 5pm • Full time/ Permanent • Locations - 658064 •
Technician	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Servicing and repairing industrial cleaning equipment such as high-pressure jet, leaf blower, scrubbing machine, vacuum cleaner, battery operated cart and etc. • Inspecting and assessing the functionality of equipment. • Troubleshooting machineries breakdowns. • Conducting routine maintenance and safety checks. • Preparation and submission of maintenance reports. • Liaise with external vendors for necessary equipment repair. • Inspect and monitor quality standards of equipment / tools. • Perform asset tagging to ensure accountability of equipment. • Prepare inspection finding reports and communicate with internal staff / vendors on any faults and follow up to ensure rectification. • Any ad-hoc assignments. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Valid Singapore Class 3 Driving Licence. • Minimum 2 years of experience in similar capacity and relevant knowledge in electrical and mechanical. • Good communication and organizational skills. • Basic computer and report writing skills. • Good time management and planning skills. • Hands-On Physical work required. • Driving company lorry (manual). • Working hours: 8am to 8pm (Monday to Saturday). 	<ul style="list-style-type: none"> • 6 days • 8am to pm • Full time /Permanent • Locations - 658064

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Account Payable Assistant	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Handle invoice matching task; receive, review, and verify all invoices and ensure its accuracy and supported with relevant documents before posting to accounting system. • Ensure all documents are properly filed and scan to document management system. • Perform monthly vendors' reconciliation. • Liaise with vendors to resolve all discrepancies in relation to billing. • Prepare payment and submit it to the superior on time. • Any ad-hoc assignments. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • With a relevant accounting qualification. • Minimum 1 year of experience in similar capacity. • Proactive, good team player, mature and able to work independently. • Possess adequate skills in Microsoft applications such as Excel and Word. • Able to meet a tight deadline. 	<ul style="list-style-type: none"> • 5 days • 8am to 5pm • Full time/ Permanent • Locations - 658064