e2i Building Tomorrow Showcase & Career Fair

JOB LISTING BOOKLET

Date: 4 November 2026
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

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1. AcePLP Pte Ltd

AcePLP is a Singapore-based company with a proven track record in delivering Building Information Modelling (BIM) services to the Architecture, Engineering, and Construction (AEC) industries. We collaborate closely with contractors, consultants, and other stakeholders to create, coordinate, and manage high-quality BIM data across the entire project lifecycle.

Job Positions	Job Description / Job Requirement	Working Hours / Location
BIM/CAD Engineer	**Job Description:** • Begin your engineering career by enrolling on our 26-month structured Career Advancement Programme (CAP). • Our programme sets you on the pathway to become an Accredited BIM Professional for Digital Delivery Management Accreditation Scheme. • Your time on our programme counts towards the work experience requirement for the accreditation. Upon completion of your MEP, you have the option of joining our team as a business partner, BIM specialist, or trainer. • With AcePLP's assistance, you will find your ideal career. • You will receive 2 months of training in BIM/CAD by an Approved Training Provider. You will attain WSQ-recognized certifications. **Job Requirement:** • Higher Nitec/Degree in Construction or Engineering related background • No experience required • Other qualifications considered: Any engineering subjects, Intelligent Building Technology, Graphic Arts, Visual/Product/Interior Design, Landscape Architecture, Environmental Engineering, Mechatronic, Aeronautical, etc.	• 5.5 days 8:30am-5:30pm (Mon to Fri) 8:30am-12:30pm (Sat) • Full Time/Permanent • Location: 579700
BIM/CAD Manager	**Job Description:** • Oversee the implementation and management of BIM processes, standards, and technologies across projects, ensuring collaboration, efficiency, and accuracy in design, construction, and asset management. **Job Requirement:** • Degree/Diploma in Construction or Engineering related background. • Prior experience in BIM modelling.	• 5.5 days • 8:30am-5:30pm (Mon to Fri) • Full Time/ Permanent • Location: 579700
BIM/CAD Technical Specialist	**Job Description:** • To conduct digital delivery implementation services, guide junior BIM Modelers, conduct training. **Job Requirement:** • Degree/Diploma in Construction or Engineering related background. • Prior experience in BIM modelling and/or coordination. • Experience in computational BIM or 4D/5D BIM is highly advantageous.	• 5.5 days • 8:30am-5:30pm (Mon to Fri) • Full Time/ Permanent • Location: 579700

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2 APP Engineering Pte Ltd

For over 40 years, APP Engineering Pte Ltd has been proudly contributing to Singapore's built environment by delivering reliable and quality Mechanical & Electrical (M&E) engineering solutions. The company delivers integrated building services, including electrical, ACMV, fire protection, plumbing, and mechanical systems, supporting a wide range of commercial, residential, healthcare, industrial, and institutional projects. With a dedicated team of professionals, APP Engineering is committed to building strong partnerships, upholding safety and quality standards, and creating solutions that make a meaningful impact on every project.

Job Positions	Job Description / Job Requirement	Working Hours / Location
BIM Modeller	**Job Description:** • Creation of 3D model content and ensuring model quality control. • Comply modelling requirements for the project, ensure timely deliveries of outcomes. • Manage model data to facilitate model coordination between multiple disciplines. • Comply with BIM execution plan requirements for the project. • Work closely with design engineers and BIM Lead in preparing the CAD drawings / BIM models. **Job Requirement:** • Certificate from BCA BIM Modelling course or equivalent • Degree / Diploma in Engineering • Familiar with Singapore BCA BIM guidelines and authority submissions • Good knowledge of AutoCAD, Revit & Naviswork Manage • Experience in M&E, PSG or Fire systems design and prepare drawings • Understanding of Local code requirements for Electrical Systems • At least 2 years experiences in Singapore construction industry.	• 5.25 days • 8:30am-6pm • Full Time/Permanent • Location: 608603
Project Engineer (ACMV)	**Job Description:** • Project coordination, management and supervision of site installation, testing and commissioning • Documentation of method statement and work procedures • Review and monitor site construction activities programme to ensure work completion as scheduled • Schedule and monitor work program and activity to ensure on-time handover of work and liaise with suppliers/vendors to ensure on-time delivery of materials. • Work Assessment for Progress Claims and Sub-Contractor's payment • Evaluation, Cost estimation & analysis for different trade services • Preparation of design construction drawings • Liaison with all parties involved in the project including Local Authorities, Consultants, Architects, Main contractors, Sub-contractors & Suppliers • Attend site meetings and inspections. **Job Requirement:** • Degree / Diploma in Mechanical Engineering or related discipline • Knowledge of tender costing with experience in evaluation and cost estimation will be an added advantage	• 5.25 days • 8:30am-6pm • Full Time/ Permanent • Location: 608603

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Job Positions	Job Description / Job Requirement	Working Hours / Location
	• Min 2 - 5 years working experiences in similar position with relevant design and installation knowledge preferred but fresh graduate may apply • Excellent interpersonal communication skill, innovative and result oriented • Ability to work independently in a challenging and demanding environment	
Project Engineer (Electrical)	**Job Description:** • Project coordination, management and supervision of site installation, testing and commissioning • Documentation of method statement and work procedures • Review and monitor site construction activities programme to ensure work completion as scheduled • Schedule and monitor work program and activity to ensure on-time handover of work and liaise with suppliers/vendors to ensure on-time delivery of materials. • Work Assessment for Progress Claims and Sub-Contractor's payment • Evaluation, Cost estimation & analysis for electrical services • Preparation of design construction drawings • Liaison with all parties involved in the project including Local Authorities, Consultants, Architects, Main contractor, Sub-contractors & Suppliers • Attend site meetings and inspections. **Job Requirement:** • Degree / Diploma in Mechanical / Electrical Engineering or related discipline • Knowledge of tender costing with experience in evaluation and cost estimation will be an added advantage • Min 2 - 5 years working experiences in similar position with relevant design and installation knowledge preferred but fresh graduate may apply • Excellent interpersonal communication skills, innovative and result oriented • Ability to work independently in a challenging and demanding environment	• 5.25 days • 8:30am-6pm • Full Time/ Permanent • Location: 608603
Project Engineer (Plumbing, Sanitary and Gas)	**Job Description:** • Project coordination, management and supervision of site installation, testing and commissioning • Documentation of method statement and work procedures • Review and monitor site construction activities programme to ensure work completion as scheduled • Schedule and monitor work program and activity to ensure on-time handover of work and liaise with suppliers/vendors to ensure on-time delivery of materials. • Work Assessment for Progress Claims and Sub-Contractor's payment • Evaluation, Cost estimation & analysis for different trade services • Preparation of design construction drawings • Liaison with all parties involved in the project including Local Authorities, Consultants, Architects, Main contractors, Sub-contractors & Suppliers • Attend site meetings and inspections.	• 5.25 days • 8:30am-6pm • Full Time/ Permanent • Location: 608603

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Job Positions	Job Description / Job Requirement	Working Hours / Location
	Job Requirement: • Degree / Diploma in Mechanical Engineering or related discipline • Knowledge of tender costing with experience in evaluation and cost estimation will be an added advantage • Min 2 - 5 years working experiences in similar position with relevant design and installation knowledge preferred but fresh graduate may apply • Excellent interpersonal communication skill, innovative and result oriented • Ability to work independently in a challenging and demanding environment	
Quantity Surveyor	**Job Description:** • Responsible for pre and post contract QS services; • Handles interim and final payment claims and feedback comment to payment response to Management • Job site visiting and monitor site progress • Responsible for quantities taking-offs, work out variations claim, verify measurements with the client • Handles contract administration and settlement of final accounts with clients & subcontractors; • Monitors project phasing & payments; • Preparation & Revision of Construction Programmes & follow-up delay claims. **Job Requirement:** • Degree in Applied Science in Construction Management or • Diploma in Building Services / Mechanical / Electrical engineering • Able to meet challenging work demands and tight schedules • Good interpersonal and communication skills • Good command of spoken and written English • Independence and resourceful	• 5 days • 8:30am-6pm • Full Time/ Permanent • Location: 608603

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3. CAST Laboratories Pte Ltd

CAST Laboratories Pte Ltd is a trusted Singapore-based testing, inspection and certification company with over 40 years of industry experience. We provide laboratory and on-site services for the construction, infrastructure, marine and industrial sectors, helping clients ensure quality, safety and regulatory compliance. Accredited by the Singapore Accreditation Council (SAC), we are dedicated to delivering dependable solutions and technical excellence while contributing to the development of a safer and more sustainable built environment.

Job Positions	Job Description / Job Requirement	Working Hours / Location
Sales Executive	**Job Description:** • Develop and maintain strong relationships with existing and prospective clients. • Identify and pursue new business opportunities in the construction, infrastructure, marine and industrial sectors. • Promote the Company's testing, inspection and certification services. • Prepare quotations and follow up on sales enquiries. • Achieve sales and revenue targets. • Gather market intelligence and monitor industry trends. • Work closely with technical and operations teams to deliver excellent customer service. **Job Requirement:** • Experience in construction, engineering, laboratory, testing or technical services industry will be an advantage. • Strong communication, negotiation and interpersonal skills. • Self-motivated, customer-focused and results-oriented. • Possess a positive attitude and willingness to learn.	• 5 days • 8:30am-6pm • Full Time/ Permanent • Location: 639232

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4. CBM Pte Ltd

CBM provides Property & Facilities Management (PFM) solutions to buildings locally and Middle East. Being an ISO certified company, CBM has been rapidly expanding its operations, providing value added services to commercial, industrial, retail office, residential and hospitality industries

As a service provider, our success has been through the efforts of our people. We recruit dynamic, service-orientated individuals; and place great emphasis on providing them with a challenging yet family-friendly work environment.

Job Positions	Job Description / Job Requirement	Working Hours / Location
Account Executive	**Job Description:** • Handle day to day on full spectrum of financial operation activities for assigned entity(s). • Prepare and review journal entries, accruals, prepayments, and month-end closing activities. • Prepare and submit GST returns in a timely manner. • Ensure timely and accurate month-end closing and financial reporting in full compliance with FRS and regulatory deadlines. • Assist in year-end audits, including responding to auditor queries, and drafting financial statements. • Liaise with external auditors and tax agents on audit and tax related matters. • Perform other ad-hoc duties as assigned. **Job Requirement:** • Diploma in Accounting, or related field. • Comfortable working with numbers and Microsoft Excel. • Good teamwork and communication skills. • Meticulous, responsible, independent, and willing to learn. • Ability to work independently and as part of a team in a fast-paced environment.	• 5 days • 44 hours • Full time/ Permanent • Location: 437844
Accounts Officer	**Job Description:** • Support day-to-day Accounts Receivable (AR) operations, including DO sorting, data entry in Excel, data verification, and issuance of sales invoices. • Support day-to-day Accounts Payable (AP) operations, including 3-way matching of AP invoices and preparation of payment processing. • Ensure accurate and timely processing of invoices and payments under guidance. • Assist in the preparation of monthly financial reports. • Coordinate and follow up with internal teams and external customers/suppliers on outstanding matters. • Perform other ad-hoc duties as assigned. **Job Requirement:** • ITE and CAT graduates are welcome. • Comfortable working with numbers and Microsoft Excel. • Good teamwork and communication skills. • Meticulous, responsible, independent, and willing to learn. • Prior experience in finance/accounts is an advantage but not required.	• 5 days • 44 hours • Full time/ Permanent • Location: 437844

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Job Positions	Job Description / Job Requirement	Working Hours / Location
Admin Executive	**Job Description:** • Provide general administrative support to various internal divisions/sites • To manage the administration of QMS documentation and to assist in internal audit activities. • Assist in procurement of office supplies and equipment • Manage office general admin and sourcing for purchases • Process service orders and billing • Correspond and co-ordinate with clients, suppliers and contractors • Prepare Banker's Guarantee and insurance coverage for projects • Update ISO documentations periodically • Assist in preparing reports, generate quotations & contracts • Perform customer service function as below (if required) • Provide call centre / technical helpdesk support and services • Provide front desk service and attend to visitors' enquiries • Perform general administrative duties, such as data entry, stationery ordering and accounting, pantry ordering, handling emails, faxes, etc • Any other ad-hoc assignments assigned by the Management. **Job Requirement:** • Possess a recognized Diploma or above from a recognized tertiary establishment with minimum 2 years relevant accounting experience. SAP accounting experience and expertise is preferred.	• 5 days • 44 hours • Full time/ Permanent • Location: 437844
Admin Officer	**Job Description:** • Handling HR matters for Project Division. • Perform clerical / administrative duties; typing, filing, data entry, prepare reports. • Manage, keep record and update all submission document and liaise internally with Finance. • Handle administrative works for projects. • Any general ad hoc duties. **Job Requirement:** • N/O Level / NITEC with 3 years of relevant experience.	• 5 days • 44 hours • Full time/ Permanent • Location: 437844
Area Manager	**Job Description:** • Oversee and manage the performance delivery of facility management service at respective zones. • Provide leadership and guidance to a team of Building Managers, Technical Executive, Quantity Surveyors and Project Managers to ensure day-to-day operations at assigned buildings. • Identify and troubleshoot problems and provide professional advice to the team. • Develop standard operation procedure and internal workflow to maintain smooth operation at sites. • Manage relation to client/ authorities, being the liaising point of contact. • Oversee area budgeting and expenses. • Any other ad-hoc assignments assigned by the Management. **Job Requirement:**	• 5 days • 44 hours • Full time/ Permanent • Location: 437844

Job Positions	Job Description / Job Requirement	Working Hours / Location
	• Possess an approved tertiary or equivalent qualification and with at least 5 years relevant post graduate experience in Projects & Facilities Management/ Estate Management/ Engineering or Equivalent.	
Assistant Condominium Manager	**Job Description:** • Advise the Corporation on all matters regarding the affairs of the Corporation and Its Property. • Implement all instructions, by-laws and laws permitted under the requirements of BMSMA 2004. • Convene, attend and take minutes of meetings of the Council and all General and Extraordinary Meetings of the Corporation. • Deal with all inquiries, complaints, reports and correspondence relating to the administration of the Corporation, its property and Subsidiary Proprietors. • Engage with prior approval of and on behalf of the Corporation, contractors, solicitors, auditors, surveyors, architects, engineers and other professional services as it may deem desirable or necessary to carry out its duties. • Act on behalf of the Corporation and as directed by the Corporation with regard to any notice or order made by any competent public or statutory authority on matter pertaining to the Corporation and its property. FINANCIAL FUNCTIONS • Collect, demand and recover on behalf of the Corporation all monies due to and take all necessary steps including legal proceedings to recover such sums as directed by or subject to the approval of the Corporation. • Pay and discharge out monies so collected, all rates, taxes, premiums, rent, license fees, statutory charges, professional fees, repairs, renovation, re-decorations, maintenance works and other outgoing or recurrent expenditure, properly incurred on behalf of the Corporation. • Ensure proper records are maintained on monies received and expended on behalf of the Corporation. • Prepare and submit an annual budget for the determination of expenses and to advise and recommend rates of contribution. • Submit a financial report to the Corporation on its financial state after the close of each calendar month. • Oversee requisitions for quotations to ensure proper cost control. • Request, act, negotiate, appoint and award, with the approval of and on behalf of the Corporation, on all contractual matters governing the property. • Initiate cost savings and generate value through implementation of new technology, sound economic and financial policies. MANAGEMENT AND MAINTENANCE FUNCTIONS • Manage and properly maintain the property and keep it in a state of good and operational condition, and in compliance with all relevant legislations, standards, and requirements governing the maintenance and management of the buildings. • Prepare specifications, call tenders, evaluate tenders and make recommendations to the Corporation.	• 5 days • 44 hours • Full time/ Permanent • Location: 437844

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	• Conduct regular inspections of the property to ensure that the property is properly maintained and serviced by staff and/or contractors. • Prepare and implement preventive maintenance programme for the property • Manage the site staff including their performances, behavior and attitude to the best interest of the Corporation. • Any other duties assigned by the Corporation and management HQ office. **Job Requirement:** • Candidate must possess at least a diploma in Estate Management, Building Services Engineering or Equivalent. • Minimum 4-5 years of MCST experience for Diploma holders and have experience in handling more than 1000 units. • Good knowledge of BMSMA Act. • Knowledge of Electrical and M&E.	
Assistant Engineer	**Job Description:** • Assist to perform Energy and Engineering audits. • Working closely with Energy Managers to provide accurate and informative reports. • To perform Measurement and Verification of the performance of M&E Plant. • Managing energy improvement and retrofitting projects. • Help evaluate existing buildings for appropriate energy conservation measures, • Understand financial terms, payback, ROI and related energy saving calculations. • Any other duties as and when assigned by management. **Job Requirement:** • Diploma or Degree in Mechanical, Electrical, HVAC, or Building Services Engineering. • 1–3 years of experience in HVAC operations, preferably with chillers and central plant systems.	• 5 days • 44 hours • Full time/ Permanent • Location: 437844
Assistant General Manager	**Job Description:** • Overall Property Management of the Estate that he/she assigned to include soft Services such as Pest Control, Landscape, Cleaning and Security. • Required to plan, formulate, manage and oversee the fitting-out, operations, maintenance and upkeep of buildings and land area. • Supervise and manage contractors in fulfilling their contractual obligation and ensure smooth operation of the buildings • Attend to feedback by tenants/ clients, to recommend and take remedial actions in a timely manner. • Promote good relations with our staff, contractors and management. • Ensue renewal of MA contract • Ensure all preventive maintenance programs for all M&E/ building equipment in compliance with relevant legislations and safe work procedures. • Conduct monthly council meeting and AGM.	• 5 days • 44 hours • Full time/ Permanent • Location: 437844

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Job Positions	Job Description / Job Requirement	Working Hours / Location
	• Oversee preparation of annual budget and implement cost saving measures. • Provide timely guidance and advice for Site Team under his/her charge. **Job Requirement:** • Candidate must possess at least a diploma in Estate Management, Building Services Engineering or Equivalent. • Minimum 4-5 years of MCST experience for Diploma holders and have experience in handling commercial or/and industrial building. • Good knowledge of BMSMA Act. • Contract Management skillset is a must; • Overseas regular building maintenance and repairs; • Maintaining and updating Standard Operation procedures; • Monitoring of maintenance budget; • Coordinate council meetings and AGM; • Dispute management; • Knowledge of BMSMA is mandatory.	
Assistant Head	**Job Description:** • Oversee the overall performance of Service teams. • Ensure contract compliance and meet or exceed KPIs. • Identify lapses and formulate action plans for improvement. • Foster a culture of service excellence and continuous improvement. • Monitor and update account processes and procedures. • Collaborate with Site Leads to develop and execute strategic business plans. • Cultivate teamwork, collaboration and personal development within the team. • Attending operation meeting and discussions with clients. • Maintain data integrity in management systems. • Uphold safety protocols and crisis management procedures. • Enforce compliance with Health, Safety, Environmental and Risk Management policies. • Oversee supply chain delivery, ensuring service quality. • Ensure accurate and timely financial reporting and billing. • Manage staff performance, development and recruitment. • Cultivate teamwork, collaboration and personal development within the team. • Manage workload, resourcing and succession planning. • Oversee contractor on/off boarding, induction and adherence to standards. • Manage financial targets, expenses and budgets including raising Change Requests. • Explore innovative solutions to improve efficiency and productivity. • Any other ad-hoc works assignment by the management. **Job Requirement:** • Degree in Facilities Management, Estate Management, Building or relevant related discipline from a recognized tertiary institute. • At least 5 years of relevant experience in facilities management and business development portfolios. • Able to work independently with minimum supervision.	• 5 days • 44 hours • Full time/ Permanent • Location: 437844

Job Positions	Job Description / Job Requirement	Working Hours / Location
	• Able to conduct market outreach and marketing. • Proactive and independent. • Dynamic and multi-tasking capabilities.	
Assistant Projects Manager	**Job Description:** • To assist in the planning, coordination, and execution of M&E (Mechanical & Electrical) works. • To support the delivery of projects on time, within budget, and in accordance with safety and quality standards—particularly in live, high-security environments at site, Changi Airport. • Support end-to-end project execution for HVAC system installations, upgrades, and maintenance works. • Coordinate with consultants, subcontractors, suppliers, and clients on technical and operational matters. • Monitor daily site progress and ensure work is carried out according to approved drawings and specifications. • Oversee installation, commissioning, and testing of Chiller Plants systems. • Ensure proper integration with energy management systems. • Provide support for troubleshooting and issue resolution during execution phases. • Ensure work complies with statutory requirements (e.g., BCA, NEA, PUB) and site-specific regulations (e.g., CAG House Rules. • Implement quality control measures, method statements, and risk assessments. • Participate in site inspections, audits, and technical handovers. • Assist in preparing cost estimates, evaluating subcontractor quotations, and material take-offs. • Track project expenses and variation orders with oversight from the Project Manager. • Maintain project documentation including work schedules, material submissions, inspection checklists, and as-built drawings. • Provide support during shutdowns, inspections, or testing & commissioning activities. • Submit daily, weekly, and monthly maintenance reports, site issues to supervisors. • Ability to work on-site at Changi Airport and able to travel from site to site (if required). • Follow site-specific safety protocols and permit-to-work systems. • Maintain accurate records of maintenance, breakdowns, and equipment service logs. • May require occasional overtime, weekend, or night shift support during shutdowns or emergencies. • Perform any duties as and when required by Management. **Job Requirement:** • At least 5 years of PM experience in M&E installation. • Strong interpersonal, observation, and reporting skills. • Able to work independently and in a fast-paced. • Willing to work irregular hours or weekends during critical project phases. • Strong coordination, planning, and stakeholder management skills.	• 5 days • 44 hours • Full time/ Permanent • Location: 437844

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Job Positions	Job Description / Job Requirement	Working Hours / Location
	• Familiar with BMS, project scheduling tools • Good understanding of safety protocols and permit-to-work systems.	
Assistant Quality Control Manager	**Job Description:** • The on-site team shall be overall responsible to ensure the quality outcomes of all works and services. • The team shall conduct checks on works and services to demonstrate its effectiveness with established QMS, processes and compliance with contract requirements. • Any other ad-hoc assignments assigned by the Management. **Job Requirement:** • Relevant qualifications from a recognized institute with minimum 3 years relevant experience.	• 5 days • 44 hours • Full time/ Permanent • Location: 437844
Assistant Sustainability Consultant	**Job Description:** • Conducting Green certifications and sustainability audits. • Auditing/analyzing energy usage, developing environmental-friendly and cost-effective technology solutions in Built Environment. • Recommending sound policies towards energy conservation and sustainability operations • Managing customer relations. • Preparing audit report and presenting findings and solutions to Customers. • Project management for improvement initiatives • Any other ad-hoc assignments assigned by the Management. **Job Requirement:** • Tertiary education in Environmental Engineering, Sustainability, Building Services or related fields. • Minimum 2 years post graduate relevant working experience. • Possess strong initiative and good analytical skills. • A committed and responsible team player with pleasant personality, independent and resourceful. • Exposure in green building certification such as Green Mark, LEED, BREEAM, or 3-star. • Able to communicate and present fluently. • Traveling for overseas assignments within short notice period.	• 5 days • 44 hours • Full time/ Permanent • Location: 437844
Assistant Technical Executive	**Job Description:** Assist and report directly to Deputy Building Manager (DBM) in all operation & maintenance concerns: Interfacing with the clients: • Attend monthly meeting with client & prepares the minutes of the meeting. • Providing updates on ad-hoc and outstanding issues. • Attending to clients feedback or requests. • Coordinates the preventive and corrective maintenance works schedule with the contract and client. Coordinate and manage projects: • Provide costing and proposals for ad-hoc works/projects. • Evaluate the quotations submitted by contractor and provide a formal quotation to the client. • Inspect works carried out are proper and in satisfaction. • Liaising and managing contractors.	• 5 days • 44 hours • Full time/ Permanent • Location: 437844

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Job Positions	Job Description / Job Requirement	Working Hours / Location
	Leading the on-site technical teams: • Provide guidance, training and supervision to technical staffs to ensure proper execution of assigned task. • Planning of maintenance schedule. • Review and planning monthly maintenance schedule. • Oversee all work is carried out timely and smoothly by the staffs. • Any other ad-hoc assignments assigned by the Management. **Job Requirement:** • Diploma in Facilities Management, Engineering, Estate Management or other relevant qualifications from a recognized institute with minimum 3 years relevant experience.	
Building Executive	**Job Description:** • Assist and report directly to Building Manager (BM) in all operation & maintenance concerns • Oversee the facilities management within the premises • Compiling the monthly utilities report and tabulations • Monthly M&E reports • Assist in developing and implementing Standard Operating Procedures (SOP) as and where necessary • Providing updates on ad-hoc and outstanding issues • Attending to clients feedback or requests • Coordinates the preventive and corrective maintenance works schedule with the contract and client. • Inspect works carried out are proper and in satisfaction • Liaising and managing contractors • Planning of maintenance schedule • Review and planning monthly maintenance schedule • Oversee all work is carried out timely and smoothly by the staffs • Any other ad-hoc assignments assigned by the Management. **Job Requirement:** • Diploma in relevant discipline from recognized institution with min 3 years of relevant working experience.	• 5 days • 44 hours • Full time/ Permanent • Location: 437844
Building Manager	**Job Description:** • Oversee and manage Facility Management Services at building(s) that he/she is assigned to. • Manage term contractors/ specialist contractors to ensure smooth operation of buildings. • Manage relations to client/authorities/ tenants. • Provide clients / authorities / tenants with updates of electrical, water and other service outages and scheduled shutdowns. • Attend feedback by tenants/ clients, to recommend and take remedial actions. • Budgeting and managing expenses. • Develops and implements facility emergency plans. During evacuations, assists emergency response teams in assessing building conditions, locating missing personnel, shutting off utilities, and delivering a status report to assembly point leaders • Any other ad-hoc assignments assigned by the Management.	• 5 days • 44 hours • Full time/ Permanent • Location: 437844

Job Positions	Job Description / Job Requirement	Working Hours / Location
	Job Requirement: • Degree/Diploma in Engineering / Building / Facilities Management or equivalent with at least 5 years relevant working experience. • Possess FSM/WSH/GMFM or relevant certificates is preferred.	
Carpark Attendant	**Job Description:** • Check and ensure the carpark is in operations, report accordingly if there are any abnormalities • Correspond with motorists pertaining to season parking matters (new application, renewal of season parking, change of particular & refund) • Carry out enforcement action on illegal and unauthorized parking of vehicle (e.g. issuance of notice, wheel clamping) • Ensure the cleanliness of the parking systems and carpark environment • Any other ad-hoc assignments assigned by the Management **Job Requirement:** • Must possess at least Primary/Secondary School/ "O" level. • Must able to communicate in English. • Able to work shift schedule is preferable. • With own transportation is preferable. • Able to endure outdoor environment.	• 5.5days • 44 hours • Full time/ Permanent • Location: Islandwide
Complex Manager	**Job Description:** • Understands the information provided and advises the callers on appropriate actions to be taken in accordance with the established Standard Operating Procedures (SOP) **Job Requirement:** • Candidate must possess at least a diploma in Estate Management, Building Services Engineering or equivalent. • Minimum 4-5 years of MCST experience for Diploma holders and have experience in handling more than 1000 units. • Good knowledge of BMSMA Act. • Others skill sets • Contract Management skillset is a must; • OverseEs regular building maintenance and repairs; • Maintaining and updating Standard Operation procedures; • Monitoring of maintenance budget; • Coordinate council meetings and AGM; • Dispute management; • Knowledge of BMSMA is mandatory; • Knowledge of Electrical and M&E.	• 5.5 days • 44 hours • Full time/ Permanent • Location: 437844
Condominium Manager	**Job Description:** ADMINISTRATIVE FUNCTIONS • Advise the Corporation on all matters regarding the affairs of the Corporation and Its Property. • Implement all instructions, by-laws and laws permitted under the requirements of BMSMA 2004. • Convene, attend and take minutes of meetings of the Council and all General and Extraordinary Meetings of the Corporation.	• 5.5 days • 44 hours • Full time/ Permanent • Location: 437844

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Job Positions	Job Description / Job Requirement	Working Hours / Location
	• Deal with all inquiries, complaints, reports and correspondence relating to the administration of the Corporation, its property and Subsidiary Proprietors. • Engage with prior approval of and on behalf of the Corporation, contractors, solicitors, auditors, surveyors, architects, engineers and other professional services as it may deem desirable or necessary to carry out its duties. • Act on behalf of the Corporation and as directed by the Corporation with regard to any notice or order made by any competent public or statutory authority on matter pertaining to the Corporation and its property. FINANCIAL FUNCTIONS • Collect, demand and recover on behalf of the Corporation all monies due to and take all necessary steps including legal proceedings to recover such sums as directed by or subject to the approval of the Corporation. • Pay and discharge out monies so collected, all rates, taxes, premiums, rent, license fees, statutory charges, professional fees, repairs, renovation, re-decorations, maintenance works and other outgoing or recurrent expenditure, properly incurred on behalf of the Corporation. • Ensure proper records are maintained on monies received and expended on behalf of the Corporation. • Prepare and submit an annual budget for the determination of expenses and to advise and recommend rates of contribution. • Submit a financial report to the Corporation on its financial state after the close of each calendar month. • Oversee requisitions for quotations to ensure proper cost control. • Request, act, negotiate, appoint and award, with the approval of and on behalf of the Corporation, on all contractual matters governing the property. • Initiate cost savings and generate value through implementation of new technology, sound economic and financial policies. MANAGEMENT AND MAINTENANCE FUNCTIONS • Manage and properly maintain the property and keep it in a state of good and operational condition, and in compliance with all relevant legislations, standards, and requirements governing the maintenance and management of the buildings. • Prepare specifications call tenders, evaluate tenders and make recommendations to the Corporation. • Conduct regular inspections of the property to ensure that the property is properly maintained and serviced by staff and/or contractors. • Prepare and implement preventive maintenance programme for the property • Manage the site staff including their performances, behavior and attitude to the best interest of the Corporation. • Any other duties assigned by the Corporation. OTHER SKILL SETS • Contract Management skillset is a must. • Oversees regular building maintenance and repairs. • Maintaining and updating Standard Operation procedures. • Monitoring of maintenance budget. • Coordinate council meetings and AGM.	

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Job Positions	Job Description / Job Requirement	Working Hours / Location
	• Dispute management. • Knowledge of Electrical and M&E. • To lead a team of 7 staff. **Job Requirement:** • Candidate must possess at least a diploma in Estate Management, Building Services Engineering or equivalent. Minimum 4-5 years of MCST experience for Diploma holders and have experience in handling more than 1000 units. Good knowledge of BMSMA Act. • Knowledge of Electrical and M&E.	
Customer Service Officer	**Job Description:** • Responsible for providing excellent customer service and support through rendering assistance to callers by addressing their queries, feedback and requests. **Job Requirement:** • At least GCE 'O' Levels or equivalent • 2 years of working experience in the customer service or Control Centre roles is preferred • Excellent customer service and communication skills • Proficient in Microsoft Office tools (Excel and Word) • Required to work rotating shifts due to 24/7 operations of Control Centre	• 5.5 days • 44 hours • Full time/ Permanent • Location: 437844
Drafter	**Job Description:** • Identifies and executes appropriate solutions to address customer queries, feedback and requests. **Job Requirement:** • Diploma or degree in Architecture, Civil Engineering, Building Technology, or related field. • Proficient in CAD software (e.g., AutoCAD, Revit, MicroStation) and other drafting tools.	• 5.5 days • 44 hours • Full time/ Permanent • Location: 437844
Electrical Engineer	**Job Description:** • Attend project meetings, site meetings & site inspections. • Review of drawings and technical submissions. • Testing and commissioning of electrical and mechanical systems. • Plan, forecast and track sub-contractors' work progress, provide weekly scheduling and conduct daily coordination meeting to ensure project target timeline are met by sub-contractors, including logistic arrangement for daily operation needs. • Any other ad-hoc assignments assigned by the Management. **Job Requirement:** • Degree in Electrical Engineering or related discipline. Minimum 5 years of relevant Singapore's Facilities Management and construction experience.	• 5.5 days • 44 hours • Full time/ Permanent • Location: 437844

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Job Positions	Job Description / Job Requirement	Working Hours / Location
Environmental Control Coordinator	**Job Description:** • Support Sites in overseeing the implementation of the Environmental Sanitation Programme. • Assist each Site to ensure compliance to the Environmental Public Health Act and its subsidiary regulations and code of practices • Implement minimum routine cleaning and disinfection frequencies, with attention paid to high-risk areas (e.g. high-touch surfaces used by vulnerable persons, and areas with high risk of contamination are to be cleaned more frequently); • Implement minimum six-monthly thorough periodic cleaning and disinfection of the specified premises, including areas not easily accessible and not covered by routine cleaning (e.g. out-of-reach window panels, ceiling and wall fans); • Ensure out yearly (minimally) maintenance of surfaces or fixtures, which includes the associated stipulated routine cleaning frequency (where relevant); • Inspect the premises daily and after periodic cleaning and disinfection works; • Put in place a cleaning and disinfection protocol to respond to incidents involving bodily discharge; • Ensure that workers are trained and provided with the necessary equipment and cleaning agents to carry out effective eaning and disinfection; • Achieve desired outcome-based cleanliness indicators after the completion of cleaning operations; and • Implement a pest management plan, inclusive of a comprehensive pest management survey to be conducted minimally once every 6 months to review the effectiveness of the pest management plan. • Prepare environmental reports for management and clients. • Maintain environmental records and documentation. **Job Requirement:** • Higher Nitec/diploma • ECC certification (preferred).	• 5.5 days • 44 hours • Full time/ Permanent • Location: 437844
Facilities Management Executive	**Job Description:** Site Operations & Maintenance Coordination • Coordinate and monitor daily maintenance and operational activities at assigned sites. • Attend to faults, complaints, breakdowns, and service requests. • Assist in preventive, corrective, and cyclical maintenance scheduling and follow-up. • Conduct routine site inspections and monitor rectification works. • Ensure facilities remain safe, operational, and properly maintained. Contractor Supervision • Supervise contractors, technicians, and vendors carrying out maintenance work. • Ensure works are carried out safely, properly, and according to specifications. • Verify work completion and follow up on outstanding rectifications.	• 5.5 days • 44 hours • Full time/ Permanent • Location: Islandwide

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Job Positions	Job Description / Job Requirement	Working Hours / Location
	• Monitor contractor attendance, performance, and service standards. Reporting & System Updates • Update maintenance records, service reports, and work order status in FM systems. • Prepare site reports, inspection reports, quotations follow-ups, and operational updates. • Upload field data, inspection findings, and photographs into the Computerised FM System. • Maintain proper documentation and site records. Client Coordination • Liaise with site users, clients, and contractors on operational matters. • Assist in resolving operational issues and complaints promptly. • Support management during audits, inspections, and meetings. **Job Requirement:** • Diploma in Facilities Management, Engineering, Building Services, or related discipline. • SIFMA CFME accreditation preferred - Tier 4 • Minimum 3 years relevant facilities management or maintenance experience. • Experience in building maintenance or IFM environment preferred. • Candidates without Diploma must possess substantial relevant minimum 8 year's experience.	
Facilities Manager	**Job Description:** • Overall Facilities Management of the building(s) that he/she assigned to include soft FM Services such as Pest Control, Landscape, Cleaning and Security. • Required to plan, formulate, manage and oversee the fitting-out, operations, maintenance and upkeep of buildings and land area. • Supervise and manage contractors in fulfilling their contractual obligation and ensure smooth operation of the buildings. • Attend to feedback by tenants/ clients, to recommend and take remedial actions in a timely manner. • Promote good relations with our staff, contractors and management. • Ensure all preventive maintenance programs for all M&E equipment/Specialist System in compliance with relevant legislations and safe work procedures. • Develops and implements facility emergency plans. During evacuations, assists emergency response teams in assessing building condition, locating missing personnel, shutting off utilities, and delivering a status report to assembly point leaders • Any other ad-hoc assignments assigned by the Management. **Job Requirement:** • Degree in Building, Engineering or Facilities disciplines from a recognised tertiary establishment with at least 5 years of relevant working experience. Posses WSHO/FSM or other relevant certificates.	• 5 days • 44 hours • Full time/ Permanent • Location: 437844

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Job Positions	Job Description / Job Requirement	Working Hours / Location
Field Engineer	**Job Description:** • Site preparation and co-ordination, preparation of submission documents. • Coordinate & liaise with various related parties including customer, sub-contractors on site to ensure project requirements are met. • Provide on-site installation, validation and commissioning of equipment. • Perform hands-on site trouble shooting, service & repairs ensure successful - implementation and smooth delivery of projects through effective planning, management and deployment of resources. Responsible for the implementation, testing and commissioning of system. • Undertake any other duties and responsibilities as assigned by management, other ad-hoc duties when assigned. **Job Requirement:** • Major in Electronic, Electrical or Engineering.	• 5.5 days • 44 hours • Full time/ Permanent • Location: Islandwide
Fire Safety Manager	**Job Description:** • Abide by safety and/or security standards in the workplace according to organisational Workplace Safety and Health (WSH) practices. **Job Requirement:** • Valid Fire Safety Manager Certificate recognised by SCDF. • Minimum 3 years FSM experience in commercial, institutional, or large occupancy buildings. • Good knowledge of fire safety regulations and systems. • Strong coordination and communication skills.	• 5.5 days • 44 hours • Full time/ Permanent • Location: 437844
Foreshore Engineer	**Job Description:** • The foreshore operation team is responsible for overseeing the foreshore maintenance and projects for foreshore facilities including its maintenance contracts, works and services with adequate engineering and administrative staff. • The Facility Management Manager will manage the foreshore maintenance and projects, maintenance contracts for foreshore facilities (such as Floating Sea Barriers, Land Barriers, Sea Barriers, Security Cagings etc) awarded by the Authority and other items (management of contractors for clearing of vegetation for security cameras and upkeeping/replacement of signages) required by the Authorities. • To prepare, call and administer contracts for Maintenance Works to be carried out on the foreshore structures, offshore structures, seabed, structure wall like seawalls, drain outfall structures, caging system, sea revetments and shore protection structures, penstock jetty, wharf, floating pontoon, coastal security fencing, seabed security fencing, maintenance dredging and floating sea barrier, etc. • To ensure the floating sea barriers, jetties, revetments, seawalls and shorelines are protected against damages, erosion/siltation and unauthorised usage and that the public and land mass behind the structure are adequately protected. This includes the supervision of works and the certification of completion and certification of payment for completed works, to be payable to the foreshore term contractor and/or	• 5 days • 44 hours • Full time/ Permanent • Location: East

Job Positions	Job Description / Job Requirement	Working Hours / Location
	contractors of maintenance contracts by the Authority. The repairs, maintenance and works to the foreshore structures shall adhere to the relevant authorities' laws regulations and practices (e.g. NParks, URA, MPA, SLA and BCA etc). • Ensure inspection of foreshore and offshore structures is being carried out in accordance with the foreshore structure contract and report any damages and repairs as required. All inspection report shall be certified by an Engineer as stated in the maintenance contract(s), to advise on the recommendations by the Engineer into an action plan for the Home Teams. • If any required work (i.e. additions and alternations, or breakdowns) falls outside the scope of the foreshore maintenance contract(s), Facility Management Manager shall make recommendations to Home Team agencies to address the required work. Upon approval by Home Team agencies, Facility Management Manager shall follow-up with these recommendations. Such follow-up works may include preparing and drafting of documents for Contract Variation submission, conducting market research for solutions from external vendors and following up with the procurement. • To inspect the foreshore and offshore structures together with the term contractor and/or contractors of maintenance contracts on an ad-hoc basis when complaints and or feedback are received or as and when requested by Authority. • To provide a 24x7 standby services off site to address any fault related to the security fencing, floating sea barrier, etc. The work is to ensure term contractor response within the Contract requirement to address the issues and provide update to the Authority. Where properties are restricted, Authority/Term Contractor will provide boat services. However, there will be properties, such as Pulau Ubin, where public ferry services are available, such cost shall inclusive and at no additional cost to the Authority. • To provide technical advisory services for Marine Engineering Works and Maintenance of such Components beyond Civil Engineering-work types, necessary for the proper maintenance of such Marine Structures to the end of their structural life. • When any projects are completed, to carry out a joint site inspection with the engineer and Authority's representative. Any defects or unsatisfactory work will have to be rectified by the term contractor. If everything is in order, the Facility Management Manager shall certify the final payment and forward to the authority for payment to the term contractor. • For the repair of marine structures, Facility Management Manager shall coordinate with the end users and term contractor and/or contractors of maintenance contracts, as most works are carried out at low tide which sometimes occurs at odd hours of the day e.g. midnight or dusk. Working hours is also limited as the tides rise and falls within a 6 hour cycle. Facility Management Manager shall price in the Tender Sum for all costs and expenses to provide the necessary manpower to supervise and inspect such works during the aforesaid working hours. The Facility Management Manager shall not claim for any additional costs, etc.	

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Job Positions	Job Description / Job Requirement	Working Hours / Location
	• In relation to the breakdown and repairs and the potential concerns on the Foreshore Structures as conveyed by the Home Teams, the Facility Management Manager would need to provide sound and robust technical proposals for review, of further repairs to be executed. • The Facility Management Manager shall pro-actively document, monitor and track the following for foreshore structures including but not limited to seawalls, drain outfall structures, caging system, sea revetments and shore protection structures, penstock, jetties, wharves, floating pontoon, fencing, maintenance dredging and floating sea barrier, etc. The Facility Management Manager shall track, highlight and plan for replacement of the components with minimum disruptions to operations. The information to document, monitor and track include: • Date of Completion (including details of consultants, contractors etc), • Design Lifespan (including key sub-components – such as bollards, roller fenders, fenders, key restraining bolts, corrosion anodes etc.), • Defects (Type, Severity, Location (Including Geo-Location), Remedy Actions, Date, Cost etc). • Maintenance of Classification Status of Relevant Facilities (e.g. Floating Pontoons), if applicable. • Documentation and Safekeeping of MetOcean Information, if available. • Documentation and Safekeeping of Hydrographic Surveys to identify areas of sediment accretion and/or erosion within the sea-space of the locations. • The Facility Management Manager shall provide insights from the trending of key information, such as defects and remaining lifespan, to advise and recommend Authority on the optimal solution to upkeep availability of the foreshore structures with the emphasis on minimum disruptions to operations and cost-effectiveness of solution. Facility Management Manager shall leverage on data analyst/collation to tabulate and forecast physical barrier repairs and budgeting. They should be able to use data analytical tools to present their findings and business solution. This should also apply to all fault reporting for bases so that HTDs can target areas of concern and plan for effective preventive maintenance plans. • The Facility Management Manager shall plan, manage and carry out 5-yearly periodic structural inspections for the foreshore structures, seawalls, sea revetments, jetties, wharves, floating pontoons and sea-based fencing. The Facility Management Manager shall engage and appoint a competent Professional Engineer (PE), with the relevant past experiences in seaward facilities, to carry out the structural inspection. The appointed PE shall furnish and endorse a report encapsulating the scope of the inspection and shall include the following: • Visual inspection of the seaward structures to ascertain the condition of the structures, the loading on the structures and whether there is evidence of any structural works that are or were carried out without any prior approval. The report shall include the age of the structures, documentation of defects	

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Job Positions	Job Description / Job Requirement	Working Hours / Location
	and noteworthy observations and recommendations for the safe usage of the seaward structures. • Carry out full structural inspection of the seaward structures if the appointed PE • 5-Yearly Periodic Structural Inspection • reasonably suspects or is of the opinion that there is any defect, deformation or deterioration in the structure of seaward structures that will or will be likely to endanger or reduce the structural stability or integrity of any part of the structures; and • is of the opinion that it is necessary to carry out a full structural investigation of the seaward structures in order to ascertain the cause of the defect, deformation or deterioration. c) Recommend appropriate measures or other works to ensure the structural stability or integrity of the seaward structures. • This scope of works shall be reimbursable under Annex H Schedule of Rates, Table 10 "Fee for Period Structural Inspection of Foreshore Structures, Seawalls, Sea Revetments, Jetties, Wharves, Floating Pontoons and Sea-Based Fencing" Where properties are restricted, Authority/Term Contractor will provide ferry services. However, there will be properties, such as Pulau Ubin, where public ferry services are available, such cost shall inclusive and at no additional cost to the Authority. **Job Requirement:** • The Facility Management Manager's staff managing the Foreshore structures shall have a degree in Civil & Structural (preferably with Marine works experience) engineering or equivalent with relevant expertise in maintenance of foreshore structures in the past three (3) years.	
Green Mark Manager	**Job Description:** Sustainability & Energy Management • Lead and support sustainability, Green Mark, and energy efficiency initiatives across assigned sites. • Assist clients and stakeholders in implementing environmental sustainability programmes aligned with GreenGov and corporate sustainability objectives. • Identify opportunities for energy optimisation, operational efficiency improvements, and reduction of utility consumption. • Promote green initiatives, recycling programmes, and environmental enhancement efforts within facilities operations. Energy Audit & Performance Analysis • Conduct preliminary energy audits and energy performance assessments for building systems and equipment. • Analyse historical energy consumption, utility trends, and cost data to identify energy wastage and optimisation opportunities. • Monitor and assess the performance and efficiency of major M&E systems including: o Air Conditioning & Mechanical Ventilation (ACMV) systems	• 5 days • 44 hours • Full time/ Permanent • Location: 437844

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Job Positions	Job Description / Job Requirement	Working Hours / Location
	○ Mechanical ventilation systems /Electrical distribution systems/Data centre systems. **Job Requirement:** • Minimum 3–5 years relevant experience in sustainability, facilities management, energy management, or Green Mark operations. • Experience in energy audits, building performance analysis, or Green Mark projects preferred. • Experience managing M&E systems and energy optimisation initiatives will be advantageous. • Skills & Competencies • Good knowledge of Green Mark standards, sustainability practices, and energy management principles. • Strong analytical and problem-solving capabilities. • Familiarity with ACMV systems, electrical systems, and building services operations. • Good report writing, presentation, and stakeholder management skills. • Proficient in Microsoft Excel, Power BI, and energy monitoring systems. • Ability to analyse utility data and recommend operational improvements.	
Human Resources Officer	**Job Description:** • Handle full spectrum of HR duties such as preparation of employment contract for new staff, tracking and processing confirmation and salary adjustment, work pass administration, medical benefits administration and leave administration • Responsible for updating of personal data into the personal information system and ensures that the system is updated and accurate • Maintain and update personal files of staff efficiently • Prepare of Tax Clearance for resignees (Foreigners) • Handle all types of leave administration and Time & Attendance Administration. • Prepare various Management and Manpower Reports • Arranging of candidates for interviews when required • Any other ad-hoc assignments assigned by the Management. **Job Requirement:** • Candidate must have at least a diploma with 1 year of relevant experience.	• 5 days • 44 hours • Full time/ Permanent • Location: 437844
Instrument and Control Engineer	**Job Description:** • Prove energy efficiency of existing buildings by analyzing, upgrading, and optimizing control systems to reduce energy consumption and operating costs. • Design, program, and modify Building Management Systems (BMS) and control strategies • Implement energy-saving measures such as scheduling, demand control, and setpoint optimization. • Conduct energy audits and performance assessments. • Perform system commissioning, testing, and validation. • Integrate smart meters, sensors, and automation technologies.	• 5 days / week • 44 hours • Full time/ Permanent • Location: 437844

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Job Positions	Job Description / Job Requirement	Working Hours / Location
	• Monitor system performance and recommend continuous improvements. • Ensure compliance with energy efficiency standards and local regulations. • Prepare technical reports, documentation, and cost-benefit analyses. • Strong communication and teamwork skills. • Problem-solving mindset and willingness to learn. • Any other duties as and when assigned by management. **Job Requirement:** • Diploma or Degree in Instrumentation Engineering, Electrical Engineering, Mechanical Engineering (HVAC), or related field. • Minimum 3 years of experience in building automation, HVAC controls, or energy management. • Strong knowledge of BMS platforms. • Experience with PLC programming and control systems. • Understanding of HVAC systems and energy efficiency principles.	
IT Executive	**Job Description:** • Manage and maintain the company's IT hardware, software, systems, and network infrastructure to ensure reliable and secure operations. • Provide day-to-day IT support to internal users, including troubleshooting hardware, software, and system-related issues. • Assist in the implementation and coordination of IT projects to support business requirements and improve operational efficiency. • Liaise and coordinate with the DSS Division and external vendors on system issues, infrastructure support, and service requests. • Coordinate and facilitate User Acceptance Testing (UAT) for in-house system implementations, including preparation of test scenarios, documentation of results, and tracking issue resolution. • Maintain proper documentation for IT systems, procedures, configurations, and asset inventory. • Support IT governance, cybersecurity, and compliance initiatives in accordance with company policies and regulatory requirements. • Perform other ad-hoc assignments and IT-related tasks as directed by Management. **Job Requirement:** • Knowledge of Windows OS, Microsoft 365, and basic network administration. • Familiarity with IT infrastructure, servers, and endpoint management. • Experience with troubleshooting hardware, software, and network issues. • Understanding of IT security practices and backup management. • Strong problem-solving and analytical skills. • Good communication and interpersonal abilities. • Ability to work independently and manage multiple tasks.	• 5 days • 44 hours • Full time/ Permanent • Location: 437844

Job Positions	Job Description / Job Requirement	Working Hours / Location
	• Customer-service oriented mindset when supporting internal users.	
Lead Technician	**Job Description:** • Manage and maintain the company's IT hardware, software, systems, and network infrastructure to ensure reliable and secure operations. **Job Requirement:** • N/O Level / NITEC with 5 years of M&E experience • Preferable with CERT or hospital Supervisory or experience is advantage.	• 5.5 days • 44 hours • Full time/ Permanent • Location: 437844
Licensed Plumber	**Job Description:** • Install, maintain, repair plumbing system including water supply, drainage, gas and sanitary systems. • Interpret and work from construction drawings, blueprints and specifications. • Conduct regular inspections to identify and resolve issues in plumbing systems. • Cut, assemble and install pipes and fittings using hand and power tools. • Ensure plumbing systems meet local and national plumbing codes and safety regulations. • Respond to emergency service calls and troubleshoot system issues. • To carry out the necessary plumbing work submission to Authority. • Any other duties as assigned. **Job Requirement:** • Minimum 5 years of experience in the construction/ M&E engineering industry. • Experience in large-scale construction or infrastructure projects is an added advantage. • Experience in using CAD and 3D model is an added advantage. •	• 5.5 days • 44 hours • Full time/ Permanent • Location: Islandwide
Operations Manager	**Job Description:** • Manage daily security operational activities at assigned project sites. • Management of security officers. • Budgeting and managing expenses as allocated. • Managing customer relations and business operation processes. • Develop Standard Operating Procedures and good practices to accomplish desired service standards. • Any other ad-hoc assignments assigned by the Management. **Job Requirement:** • Must possess at least GCE 'N' Levels and above.	• 5.5 days • 44 hours • Full time/ Permanent • Location: 437844

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Job Positions	Job Description / Job Requirement	Working Hours / Location
Project Executive	**Job Description:** • Provide leadership and direction on all project operations and activities such as the design, plan, schedule, scope and budget. • Manage and ensure completion of assigned upgrading / Additional & Alteration (A&A) works in accordance to the client's expectation within the timeline and budget • Manage and negotiate consultant services on assigned projects. Monitors and evaluates the appropriateness and progress performed and completed by licensed or certified consultants. • Conduct quality assurance reviews to ensure that required work is satisfactorily performed and completed by certified consultants. • Monitors and reports on all phases of planning and construction • Provides direction on all project operations and activities such as the design, planning, schedule, project scope and project budget • Manage and monitor project fund which includes all payment to consultants, contractors and authorities • Any other ad-hoc assignments assigned by the Management. **Job Requirement:** • Possess Tertiary or equivalent qualification with at least 3 years relevant post graduate experience or 5 years diploma in Project Management / Facilities Management / Engineering or equivalent. •	• 5 days • 44 hours • Full time/ Permanent • Location: Islandwide
Projects Manager	**Job Description:** • Provide leadership and direction on all project operations and activities such as the design, plan, schedule, scope and budget. • Manage and ensure completion of assigned upgrading / Additional & Alteration (A&A) works in accordance to the client's expectation within the timeline and budget • Manage and negotiate consultant services on assigned projects. Monitors and evaluates the appropriateness and progress performed and completed by licensed or certified consultants. • Conduct quality assurance reviews to ensure that required work is satisfactorily performed and completed by certified consultants. • Monitors and reports on all phases of planning and construction • Provides direction on all project operations and activities such as the design, planning, schedule, project scope and project budget • Manage and monitor project fund which includes all payment to consultants, contractors and authorities • Any other ad-hoc assignments assigned by the Management. **Job Requirement:** • Possess Tertiary or equivalent qualification and with at least 3 years relevant post graduate experience or 5 years diploma in Project Management / Facilities Management / Engineering.	• 5 days • 44 hours • Full time/ Permanent • Location: 437844

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Job Positions	Job Description / Job Requirement	Working Hours / Location
Property Executive	**Job Description:** • Assist and report directly to Building Manager (BM) in all operation & maintenance concerns • Oversee the facilities management within the premises • Compiling the monthly utilities report and tabulations • Monthly M&E reports • Assist to develop and implement of Standard Operating Procedures (SOP) as and where necessary • Providing updates on ad-hoc and outstanding issues • Attending to clients feedback or requests • Coordinates the preventive and corrective maintenance works schedule with the contract and client. • Inspect work carried out are proper and in satisfaction • Liaising and managing contractors • Planning of maintenance schedule • Review and planning monthly maintenance schedule • Oversee all work is carried out timely and smoothly by the staffs • Any other ad-hoc assignments assigned by the Management. **Job Requirement:** • Diploma in relevant discipline from recognized institution with min 3 years of relevant working experience.	• 5.5 days • 44 hours • Full time/ Permanent • Location: 437844
Property Manager cum FSM	**Job Description:** ADMINISTRATIVE FUNCTIONS • Advise on all matters relating to the affairs of the Management Corporation Strata Title (Corporation) and its property. • Implement all instructions, by-laws, and prescribed requirements under the Building Strata Management Act (BSMA) 2004. • Convene, co-chair, and record minutes for Council Meetings, Annual General Meetings (AGMs), and Extraordinary General Meetings (EOGMs). • Handle all enquiries, complaints, reports, and correspondence pertaining to the administration of the Corporation, its property, and Subsidiary Proprietors. • Engage, with prior approval from the Corporation, contractors, solicitors, auditors, surveyors, architects, engineers, and other professional service providers as necessary for the proper management of the building/estate. • Act on behalf of the Corporation, as directed, in response to notices or orders issued by competent public or statutory authorities relating to the Corporation and its property. FINANCIAL FUNCTIONS • Collect, demand, and recover all monies due to the Corporation, and take necessary steps, including legal action when required, to recover outstanding sums, as directed or approved by the Corporation. • Disburse payments for all approved expenses such as rates, taxes, premiums, rental, licence fees, statutory charges, professional fees, repairs, maintenance, and any other recurrent expenditure incurred on behalf of the Corporation. • Maintain proper and accurate accounting records for all monies received and expended.	• 5.5 days • 44 hours • Full time/ Permanent • Location: 437844

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Job Positions	Job Description / Job Requirement	Working Hours / Location
	• Prepare and submit an annual budget for the Corporation's review, including recommendations for contribution rates (e.g. Maintenance Fund). • Provide monthly financial statements and status reports to the Corporation after the close of each calendar month. • Oversee the requisition and evaluation of quotations to ensure proper cost control. • Initiate, negotiate, and award contracts, subject to Council's approval and in accordance with procurement protocols. • Drive cost savings and value creation through adoption of technology, sound financial management, and efficient operational practices. MANAGEMENT AND MAINTENANCE FUNCTIONS • Manage and maintain the property in good operational condition, ensuring compliance with all relevant legislation, standards, and regulatory requirements. • Prepare specifications, call for tenders, evaluate submissions, and provide recommendations to the Corporation. • Conduct regular inspections to ensure all facilities, equipment, and common areas are properly serviced and maintained by staff and contractors. • Develop and implement preventive maintenance programmes for the property. • Supervise site staff, including performance management, conduct, and discipline, in the best interests of the Corporation. • Build, foster and establish excellent cordial relationship with Subsidiary Proprietors, residents, especially with Council/Exco members and Council representative. • Perform any other duties assigned by the Corporation or the HQ office. **Job Requirement:** • Candidate must possess at least a diploma in Estate Management, Building Services Engineering or equivalent. • Minimum 4-5 years of MCST experience for Diploma holders and have experience in handling office and commercial units. • Good knowledge of BSM Act. Others skill sets • Contract Management skillset is a must; • Oversees regular building maintenance and repairs; • To perform as a Fire Safety Manager for the estate; • Monitoring of maintenance budget; • Coordinate council meetings and AGM;	
Property Officer (ECC)	**Job Description:** • To manage tenant's fit-out/ reinstatement work and conduct timely handovers or takeover of units when required • Ensure fortnightly checks are conducted to vacant units • Escalate feedback to OM where necessary • Attending to tenants enquired through emails when required • Facilitating repair, liaise with vendors and contractors where necessary • Report to OM in the event it cannot be rectified within a reasonable time • Obtain quotation for minor repairs • Manage vendors and contractors	• 5 days • 44 hours • Full time/ Permanent • Location: 437844

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Job Positions	Job Description / Job Requirement	Working Hours / Location
	• Any other ad-hoc assignments assigned by the Management • Liaise and coordinate with the DSS Division and external vendors on system issues, infrastructure support, and service requests. **Job Requirement:** • Diploma/Degree with at least 3 years relevant working experience preferably with Commercial Building/ Grade A building experience	
Quality Assurance Officer	**Job Description:** • Must establish and maintain a Quality Management System (QMS) with quality assurance plans covering all contracted works and services to ensure compliance with contractual quality standards and performance outcomes. • Must conduct audits on works and services and ensure its onsite core team implements effective quality checks. • Shall be responsible for the 100% site checks and document review of each and every completed works and services to ensure the quality of works, documentation accuracy, compliance to scope of works and schedule, and accurate costing. Quality Assurance Audits • Independent Quality Assurance Audits must be carried out every 6 months • Audit reports must be completed after each audit, reviewed and approved by senior management, submitted to the Superintending Officer (SO) and highlight key findings and improvement areas. Audit Records and Additional Audits • Audit records must be readily available for the SO's review. • The SO may request summary formats, verify audit reports or conduct impromptu audits due to incidents, service failures, or safety violations. **Job Requirement:** • Possess recognised diploma in Engineering, Facilities or Estates Management or equivalent training in Quality Management System (QMS), ISO requirement and its application.	• 5 days • 44 hours • Full time/ Permanent • Location: Islandwide
Quality Control Officer	**Job Description:** • Must establish and maintain a Quality Management System (QMS) with quality assurance plans covering all contracted works and services to ensure compliance with contractual quality standards and performance outcomes. • Must conduct audits on works and services and ensure its onsite core team implements effective quality checks. • Shall be responsible for the 100% site checks and document review of each and every completed works and services to ensure the quality of works, documentation accuracy, compliance to scope of works and schedule, and accurate costing. Quality Assurance Audits • Independent Quality Assurance Audits must be carried out every 6 months • Audit reports must be completed after each audit, reviewed and approved by senior management, submitted to the	• 5.5 days • 44 hours • Full time/ Permanent • Location: Islandwide

Job Positions	Job Description / Job Requirement	Working Hours / Location
	Superintending Officer (SO) and highlight key findings and improvement areas. • Audit Records and Additional Audits • Audit records must be readily available for the SO's review. • The SO may request summary formats, verify audit reports or conduct impromptu audits due to incidents, service failures, or safety violations. **Job Requirement:** • Possess recognised diploma in Engineering, Facilities or Estates Management or equivalent with relevant training in Quality Management System (QMS), ISO requirements and its application.	
Quality Manager	**Job Description:** • Must establish and maintain a Quality Management System (QMS) with quality assurance plans covering all contracted works and services to ensure compliance with contractual quality standards and performance outcomes. • Must conduct audits on works and services and ensure its onsite core team implements effective quality checks. • Shall be responsible for the 100% site checks and document review of each and every completed works and services to ensure the quality of works, documentation accuracy, compliance to scope of works and schedule, and accurate costing. Quality Assurance Audits • Independent Quality Assurance Audits must be carried out every 6 months • Audit reports must be completed after each audit, reviewed and approved by senior management, submitted to the Superintending Officer (SO) and highlight key findings and improvement areas. Audit Records and Additional Audits • Audit records must be readily available for the SO's review. • The SO may request summary formats, verify audit reports or conduct impromptu audits due to incidents, service failures, or safety violations. Sampling Requirements • At least 10% of scheduled maintenance activities across all sites must be audited, including site and documentation checks. • Monthly checks must be conducted for ad-hoc works, with records submitted every 6 months. • Audits for ad-hoc works must cover at least: 20% of completed work orders, or 20 work orders, whichever is greater. Corrective Actions • Must immediately rectify issues identified through audits or incidents at its own cost. • Measures must be implemented to prevent repeated incidents and improve the QMS continuously. **Job Requirement:** • Possess recognised diploma in Engineering, Facilities or Estates Management or equivalent with relevant training in Quality Management System (QMS), ISO requirements and its application.	• 5.5 days • 44 hours • Full time/ Permanent • Location: Islandwide

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Job Positions	Job Description / Job Requirement	Working Hours / Location
	• The candidate shall pass the Quality Management Systems Auditor / Lead Auditor Training Course in ISO or other equivalent certification.	
Quantity Surveyor	**Job Description:** • Support of maintenance and project works function • Advising on procurement strategy • Prepare cost estimate • Endorse and ensure all costing by Contractors is properly checked and endorsed • Prepare and report financial projection and budgetary control including monitoring of contract and provisional sums. • Prepare and recommend monthly progress payment claims, and final account submitted by Contractors • Evaluate and carry out joint measurements with Contractors (e-PO, Final BQ, etc.) • Administer Contractors works - check & verify quotations / "star rate" items / market sensing • Check, certify and confirm Contractors Invoices • Review and prepare specifications, evaluate and recommend tender submissions and contract documentation (maintenance contract) • Obtain and monitor Performance Bonds, Bankers Guarantees and insurances • Prepare tender document, tender calling, tender evaluation, market survey report, contract documents, including bills of quantities with clients/ architects, and preparing and analysing costing in detailed reports • Prepare tender documents, tender evaluation report, variation agreements and render professional advice on any penalties, liquidated damages when deem necessary. • Prepare recommendation report (exercise option / CVR etc.) • Carry out random audits of not less than two (2) projects on maintenance replacement per month • Administer term contractors A&A works • Any other ad-hoc assignments assigned by the Management. **Job Requirement:** • Diploma in Quantity Survey, Building, Engineering, Construction Management or other relevant qualifications from a recognized institute with minimum 5 years relevant experience. -Singaporean/PR.	• 5 days • 44 hours • Full time/ Permanent • Location: Islandwide
Response & Service Officer	**Job Description:** • Responds to activations to provide on-site assistance on daily operational faults in EPS and any other situation/incidences • Conducts scheduled and routine checks to ensure the full serviceability of the EPS and area of the car parks • Performs daily maintenance of the EPS with procedures to troubleshoot and diagnose routine problem • Conducts enforcement and control within the car park purview to assist with the relevant feedback/complaints from client/motorists • Assist with the festive season on ground supports within the car park precinct • Adhere to organisational Workplace Safety and Health (WSH) practices).	• 5 days • 44 hours • Full time/ Permanent • Location: Islandwide

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Job Positions	Job Description / Job Requirement	Working Hours / Location
	Job Requirement: • Must possess at least Class 2B License • Must possess at least Primary/Secondary School/ "O" level	
Security Officer	**Job Description:** • Conduct security monitoring with use of surveillance systems, detect and report security breaches. • Administer access control and alarm monitoring systems to manage access into sensitive and restricted areas. • Respond to security incident and emergencies and report to key Management staff when necessary. • Keep vigilance against threats of workplace violence and terrorist activities to ensure personnel safety and security. • Any other ad-hoc assignments assigned by the Management. **Job Requirement:** • Candidate must possess at least a Primary/Secondary School/"O" Level, any field. • At least 1 year(s) of working experience in the related field is required for this position. • Candidates with First Aid Certificate will be preferred. • Candidates must possess a valid PLRD license. • Must be able to work shifts, weekends and public holidays when necessary. • Must be able to meet the physical requirements of the job which include long hours of patrolling and standing.	• 6 days • 44 hours • Full time/ Permanent • Location: Islandwide
Senior Property Officer	**Job Description:** • To supervise of term contractors ie. security guards, landscape, pest control • Process of Addition & Alteration works applications. It includes correspond with tenants and their renovation consultant in the process of A&A work application to meet fire code requirements. • Building inspection and ensure rectification of defects • Assess contractor's quotations and to follow up with issuance of work orders. The candidate has to be well verse of BQ and taking off. • To ensure completion of defect works to meet timeline. • Update promptly and ensure proper closure of cases in CMMs iBase. • Attend to complaints by tenants and liaise with term contractors for repair works • Ensure compliance to all service Level Agreement stipulated in the IFM contract • Any other ad-hoc assignments assigned by the Management. **Job Requirement:** • Diploma in Building/ Facilities Management/ Building Services/ Engineering from a recognized institute of higher learning with Min 3 years of relevant working experience.	• 5.5 days • 44 hours • Full time/ Permanent • Location: Islandwide

Job Positions	Job Description / Job Requirement	Working Hours / Location
Senior Security Officer	**Job Description:** • Conduct security monitoring with use of surveillance systems, detect and report security breaches. • Administer access control and alarm monitoring systems to manage access into sensitive and restricted areas. • Respond to security incident and emergencies and report to key Management staff when necessary. • Keep vigilance against threats of workplace violence and terrorist activities to ensure personnel safety and security. • Any other ad-hoc assignments assigned by the Management. **Job Requirement:** • Must posses PLRD Licence.	• 6 days • 44 hours • Full time/ Permanent • Location: Islandwide
Site Engineer	**Job Description:** • Oversee the overall performance of Service teams within the contract. • Responsible for manpower resource planning, budget management, and ensuring compliance to maintain a safe working environment. • Ensure contract compliance and meet or exceed KPIs. • Foster a culture of service excellence and continuous improvement • Monitor and update account processes and procedures • Collaborate with Site Lead to develop and execute strategic business plans • Maintain data integrity in management systems • Deliver contractual and ad-hoc reports punctually • Support engineering during planned or unplanned power shutdowns. • Uphold safety protocols and crisis management procedures • Oversee supply chain delivery, ensuring service quality • Ensure accurate and timely financial reporting and billing • Manage staff performance, development and recruitment • Enforce compliance with Health, Safety, Environmental and Risk Management policies. • Cultivate teamwork, collaboration and personal development within the team. • Manage workload, resourcing and succession planning • Any other ad-hoc works assignment by the management. **Job Requirement:** • Degree in Engineering /Building/Facilities/Estate Management or relevant disciplines with proven mgmt. background and managed est. 20,000 sqm in the past 5 yrs.	• 5.5 days • 44 hours • Full time/ Permanent • Location: Islandwide
Technical Executive	**Job Description:** Assist and report directly to Building Manager (BM) in all operation & maintenance concerns: • Oversee the facilities management within the premises • Compiling the monthly utilities report and tabulations • Monthly M&E reports • Assist to develop and implement of Standard Operating Procedures (SOP) as and where necessary Interfacing with the clients: • Attend monthly meeting with client & prepare the minutes of the meeting.	• 5 days • 44 hours • Full time/ Permanent • Location: Islandwide

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Job Positions	Job Description / Job Requirement	Working Hours / Location
	• Providing updates on ad-hoc and outstanding issues. • Attending to clients feedback or requests. • Coordinates the preventive and corrective maintenance works schedule with the contract and client. Coordinate and manage projects: • Provide costing and proposals for ad-hoc works/projects. • Evaluate the quotations submitted by contractor and provide a formal quotation to the client. • Inspect work carried out are proper and in satisfaction. • Liaising and managing contractors. Leading the on-site technical teams: • Provide guidance, training and supervision to technical staff to ensure proper execution of assigned task. • Planning of maintenance schedule. • Review and planning monthly maintenance schedule. • Oversee all work is carried out timely and smoothly by the staff. • Any other ad-hoc assignments assigned by the Management. **Job Requirement:** • Diploma in Facilities Management, Engineering, Estate Management or other relevant qualifications from a recognized institute with minimum 3 years relevant experience.	
Technician	**Job Description:** • Maintenance of facilities and services • Perform routine preventive maintenance and corrective action to ensure facility equipment and building system run smoothly and efficiently • Regular inspection of grounds and facilities to ensure they are in good working order • Attend breakdown, servicing, repairing and emergency requests • Any work assigned by Superior. **Job Requirement:** • N/O Level / NITEC with 2 years of relevant experience. Diploma or Degree in Information Technology, Computer Science, or a related field.	• 5.5 days • 44 hours • Full time/ Permanent • Location: Islandwide
WSH Coordinator	**Job Description:** • Conduct monthly scheduled and ad-hoc WSH inspection across various sites. • Conduct Internal Audit for Integrated Management System (ISO) • Attend regular WSH Audit conducted by client's and follow-up with site teams on the rectifications. • Conduct incident investigation and advise on follow-up actions • Proactively identify hazards and advise on Corrective and preventive actions • Carry out risk management audit on contractors • Routine checks on WSH Document submissions across various contracts and advise on lapses and amendments required. • Carry out regular WSH briefing/ trainings to various site teams • Attend WSH and Risk Management meetings and provide updates on site WSH status.	• 5.5 days • 44 hours • Full time/ Permanent • Location: West

Job Positions	Job Description / Job Requirement	Working Hours / Location
	• Issue Work Authorization Forms after checks on contractor safety documentations. • Implementation of Permit-to-work system across various sites/ contracts • Carry out noise monitoring at various sites and advise on noise reduction measures. • Promote WSH values and principles through communication, consultation and engagement with internal and external stakeholders through meetings, dialogue and/ or trainings. • Lead and implement EHS improvement activities arising from corporate EHS and site leadership directions. • Perform WSHO assigned duties in accordance to client's contract requirements. • Any other ad-hoc assignments assigned by the Management. **Job Requirement:** • Must be a Registered Workplace Safety & Health Officer with Minimum Advance Diploma in WSH.	

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5. CBRE PTE LTD

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.

Job Positions	Job Description / Job Requirement	Working Hours / Location
Administrative Assistant(Residential / Commercial)	**Job Description:** • Reporting to the Centre Manager, the Admin Assistant will perform administrative and customer service support for security, car park, fire safety, equipment maintenance, and other projects. • Perform all office administrative duties, including filing of all correspondence, storing and retrieval of old files and records and keeping and updating tenant records. • Receive telephone calls and direct calls to the appropriate officers and provide available information where required. • Assist in compilation of monthly and quarterly reports and ensure timely submission. • Making requisition of management office stationery and maintain inventory. **Job Requirement:** • 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 days.	• 5.5 days • 44 hours • Full time/Permanent • Location: Islandwide
Centre Manager/ Property Manager (Property Management)	**Job Description:** • 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 supervise vendor services as required. • At owner's discretion, markets the property, showing space to prospective tenants. • Coordinates tenant move-ins and move-outs, and "walks-through" spaces with tenants and tenant improvement department. • 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. **Job Requirement:**	• 5.5 days • 44 hours • Full time/Permanent • Location: Islandwide

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Job Positions	Job Description / Job Requirement	Working Hours / Location
	• 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 involving several options in 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: • 1. Complete all required and assign HSE training at a satisfactory level. • 2. Follow all activity policies and procedures, including all HSE-related requirements at all times. • 3. Participate in all HSE-related programs & activities as required, including incident investigations, interviews, auditing and assessment, etc. • 4. Report any conditions which you feel could result in an accident or injury and / or stop work if required.	
Customer Service Officer / Concierge (Property Management)	**Job Description:** • 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 property and responds to emergency situations calmly and efficiently. **Job Requirement:** • 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. • Open to work rotating shift including weekends and Public Holidays.	• 6 days • 44 hours • Full time/Permanent • Location: Islandwide
Lease Admin (Retail)	**Job Description:** • Reports to the Centre Manager with specific responsibilities for the leasing, marketing and lease management activities of the shopping mall including implementing strategies to maximize rental and occupancy within the shopping mall. • Administrative duties and support to Leasing team • Maintaining the leasing & marketing databases and handle leasing enquiries • Preparation of lease documentations and other related documents	• 5.5 days • 44 hours • Full time/Permanent • Location: Islandwide

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Job Positions	Job Description / Job Requirement	Working Hours / Location
	• Maintain good relationships with tenants and liaise with key stakeholders such as lawyers, IRAS, etc on lease-related matters • Provide support for meetings and preparation of reports. • Track and ensure timely follow up of financial transactions such as tenancy arrears, refund of security amount, etc • To perform cold call if needed **Job Requirement:** • CEA Qualified: Meets the requirements to be registered as a salesperson with the Council for Estate Agencies (CEA). • Diploma in Building Estate Management, Business Administration or its equivalent with at least 2 years of relevant experience are preferred. • Proficient with Microsoft Office. • Strong communication and writing skills.	
Leasing Executive (Retail)	**Job Description:** • Planning and implementing the tenancy mix in a retail mall. • Involved in formulating, developing and implementing marketing strategies. • Plan, establish and maintain good landlord-tenant relationships. • General administration of all lease documentation • Serving any contractual notice required in relation to tenancy expiration upon instruction by Landlords. • Assisting with the delivery of possession to new tenants and arrange collection and refund of security deposit as mentioned under Tenancy Agreement. • Assisting with the legal documentation in respect of new and existing tenancies, early termination, etc. • Assisting in negotiation with tenants for compensation for early termination as instructed by the Landlords. • Updating tenancy schedules and preparing necessary budgets for submission to Landlords. • Monitor rental payments to ensure timely settlement by tenants and to initiate necessary action to recover any arrears. • Negotiate and monitor terms of leases including dates of lease expiry and pre-termination of lease, preparation of retail plan on a shop by shop basis together with accurate and credible forecasts for renewals, market reviews, vacancies and critical tenants • Active management of retail leasing to optimise the key drivers of lease rental, vacancy and capital incentive through intense retailer negotiations • Maintain up-to-date knowledge of retailers, new trends, competing centres and all macro/micro data affecting the retail sector • Develop strong relationships with a network of retailers and property management groups • Attend to tenancy-related matters • Conduct market and competitor analysis • Conduct marketing sales calls / site viewings and presentations • Responsible for tenant management which includes maintaining tenant contact, working through solutions to meet requests, visit tenants on a regular basis, plan and implement customer care programs and events • Any other duties assigned to you by your superiors and the Management from time to time.	• 5.5 days • 44 hours • Full time/Permanent • Location: Islandwide

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Job Positions	Job Description / Job Requirement	Working Hours / Location
	Job Requirement: • Real Estate Diploma / Degree fresh graduates are welcome • CEA Qualified: Meets the requirements to be registered as a salesperson with the Council for Estate Agencies (CEA). • Strong verbal and written communications skills • Good interpersonal skills to work with landlords, tenants and people at all levels • Good network and database of retail tenants prospects • Good proficiency in MS office	
M&E Property Executive (Commercial / Retail)	**Job Description:** You are required to be responsible on planning and implementing preventive maintenance program for M&E system and equipment for the respective commercial / Retail building. • Hold regular management meetings with clients to report on the activities and management of the Property, as well as to present recommendations relating to their management. • Manage all financial matters, including monitoring the income and expenditure of the Property to ensure that these are in line with the annual budget • Preparation of annual Income and Expenditure Budgets and Capital Improvement Budget for approval within the time specified by the client. • Liaise with government authorities/ statutory boards, architects, engineers and other divisions on matters relating to management and maintenance of the Property • Constantly review contract specifications for maintenance of M&E systems and equipment and make recommendations of upgrading standards. • Plan and implement preventive maintenance programme for M&E system and equipment. • Evaluate, review, recommend and manage the maintenance contractors for the Property; regular inspections of the Property to ensure the effective operation of the Property and bring any areas of concern, including any claims, liability or legal process, to the client. • Identify problem areas in operational process and recommend improvement plans to maximize the efficiency of operation. • Manage inventory and take charge of technical store • Attending to emergency situations. • Regularly check the Property to ensure prompt removal of all fire hazards, proper functioning of fire escapes, fire doors and obstruction-free access. • Oversee and ensure that any complaints from the occupiers of the Development are attended to and resolved within agreed timeline. • Creating and maintaining good rapport with tenants and attending to their complaints and concerns. • Oversee the preparation of estimates for repair works, works specifications, invitations for quotations, recommendations of award, supervision of completed works including drafting of contract documents. • Reviewing and approving tenant's fit-out designs and programmes to ensure that no damage would be caused to the Property's fixtures and fittings and systems etc including no breach to government rules, laws and regulations.	• 5.5 days • 44 hours • Full time/Permanent • Location: Islandwide

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Job Positions	Job Description / Job Requirement	Working Hours / Location
	Job Requirement: • Diploma / degree in building, facilities management or any relevant discipline with minimum 2 to 3 years' experience in similar capacity. • Strong leadership qualities and ability to work with clients and tenants. • Good analytical skills to assess situation and determine the best course of action. • Dynamic, self-motivated individual. • Posses excellent interpersonal and communication skills. • Ability to work independently and resourcefully. • Possess knowledge on sustainability and green mark and/or experience in green mark renewal for commercial buildings would be an advantage.	
Property Executive/ Senior Property Executive (Property Management)	**Job Description:** • 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, car park and fire & security matters. • Planning and implementation of building maintenance programmes such as preventive, corrective maintenance, inspection schedules and programmes relating to security. • Check all safety equipment, work methods 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 requirements, and initiate actions against defaulting contractors when needed. **Job Requirement:** • 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.	• 5.5 days • 44 hours • Full time/Permanent • Location: Islandwide
Property Officer (Commercial / Residential)	**Job Description:** • Assist tenants with their needs and make sure problems are addressed quickly. • Make sure that services follow rules, agreements, and company standards. • Visit the property with the team and recommend changes, repairs, and upgrades to the property. • Assist the team with basic administrative duties. This includes the creation of purchase orders, submitting invoices for payment, and forwarding invoices to accounting. Review and approve vendor invoices to make sure they are correct. • Assist with creating the budget by researching prices for supplies and services and creating reports.	• 5.5 days • 44 hours • Full time/Permanent • Location: Islandwide

Job Positions	Job Description / Job Requirement	Working Hours / Location
	• Coordinate moving tenants in and out of the property. Approve and review all tenant bills for distribution. • Help with the preparation of common area maintenance dues, invoices, and related correspondence. • Manage tenant events and appreciation. Approve the publication of the tenant newsletter. • Gather and analyze data to identify and solve complex problems that arise with little or no precedent. May recommend new techniques. • Impact own team and other teams whose work activities are closely related. • Suggest improvements to existing processes and solutions to improve the efficiency of the team. **Job Requirement:** • 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 / Residential building experience will be a strong advantage.	

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6. China Construction (south Pacific) Development Co. Pte Ltd

China Construction (South Pacific) Development Co Pte Ltd (CCDC), established in Singapore in 1992, is a regional subsidiary of China State Construction Engineering Corp. Ltd. (CSCEC). CCDC has delivered 18 institutional projects, 38,949 private homes and 50,241 HDB flats, alongside hotels and commercial hubs. With 301 awards, including 18 HDB Construction Awards, 54 BCA Construction Excellence Awards, 35 WSH Awards and 10 BCA Quality Excellence Awards, CCDC is recognised for outstanding quality, safety and craftsmanship.

Job Positions	Job Description / Job Requirement	Working Hours / Location
Architectural Coordinator	**Job Description:** • Attend technical meeting/site meetings with consultants, and provide technical solutions • Study drawings and coordinate architectural works with the consultants and sub-contractors to resolve any technical / site issues • Ensure architectural works are carried out according to specifications / drawings • Inform Project Director / Project Manager on any technical / site problems pertaining to architectural works • Supervise the progress of architectural works on site • Coordination of sub-contractor's architectural work and ensuring the work is on schedule. **Job Requirement:** • Minimum Diploma in Civil Engineering / Architect or equivalent • Min 3 years relevant working experience in Architectural coordination in large scale project such as condominium, mixed development, HDB, office building and hospital project. • Excellent written and verbal communication skills	• 5.5 days • 8.00am-5.00pm • Monday-Friday Sat (Alternate) • Full time/Permanent • Location: 069547
Construction Manager	**Job Description:** • Plan, lead and monitor progress and performance against the project plan • Manages day-to-day operational aspects of a project, which includes manpower planning, construction progress monitoring, preparation of master schedule and cost control • Take actions to deal with the results of delay, bad weather or emergencies at construction site • Liaise with clients, consultants, subcontractors and authorities in resolving site issues • Effectively applies safe and economical methodology enforces project standards. **Job Requirement:** • Recognised Degree in Civil Engineering or its equivalent • Minimum 12 years' construction experience in project/site management in construction industry • Experience in Water Reclamation project is an advantage • Completed relevant safety courses required by MOM • Independent, diligent, meticulous and highly motivated with excellent team spirit.	• 5.5 days • 8.00am-5.00pm • Monday-Friday Sat (Alternate) • Full time/Permanent • Location: 069547
M&E Manager	**Job Description:** • Responsible for managing a team of M&E coordinators and BIM Modellers in the design and coordination works; • Attend technical and site meetings with consultants; • Study M&E drawings and coordinate M&E works with the consultants and sub-contractors to resolve any technical / site issues;	• 5.5 days • 8.00am-5.00pm • Monday-Friday Sat (Alternate) • Full time/Permanent • Location: 069547

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Job Positions	Job Description / Job Requirement	Working Hours / Location
	• Interfacing or M&E planning, coordination with consultants and document control such as monitoring of sample submission, approval status of drawing • Coordinating, organizing and preparing construction and Interfacing/M&E documents and drawing • Ensure M&E works are carried out according to specifications / drawings; • Inform Project Director / Project Manager on any technical / site problems • Supervise the progress of works on site; • Coordination of sub-contractor's work and ensuring the work is on schedule.. **Job Requirement:** • Degree in M&E recognized by PEB or with a BCA M&E coordination certificate • Minimum 10 years' relevant experience as M&E Manager in large scale projects, Healthcare project experience is an advantage. Experience in supervision of M&E building services works and in Coordinated Combined Services Models (CCSM) / Structural Electrical Mechanical Drawings (SEM) coordination for projects of similar scale and complexity. • The Project Coordinator (M&E) shall ensure M&E related works including the Interfacing Contractors, architectural works and architectural interior design works carried out as per Coordinated Installation Programme, Coordinated Combined Services Models, Reflected Ceiling Plans and Structural Electrical Mechanical Drawings. • Highly motivated and independent with excellent team spirit and communication skills.	
Quantity Surveyor	**Job Description:** • Prepare and analyze cost comparison • Obtaining quotations, liaising and negotiate withsub-contractors and suppliers • Responsible for measuring quantities and taking off • Prepare Variation Orders, claims, final accounts, settlement andsub-contractor payments • All other QS related job. **Job Requirement:** • Degree / Diploma in Engineering/Quantity Surveying/ConstructionManagement or its equivalent • 2-3 years and above experience as QS in main-con companies • Proven ability in contract negotiation, contract administration& variation orders.	• 5.5 days • 8.00am-5.00pm • Monday-Friday Sat (Alternate) • Full time/Permanent • Location: 069547
Resident Surveyor	**Job Description:** • Lead, plan, and manage all surveying activities on site. • Schedule and coordinate daily surveying operations. • Ensure that all measurements and readings are conducted accurately, efficiently, and within set timelines. • Attend site meetings and work closely with clients on all land surveying matters. • Conduct periodic site inspections to ensure adherence to quality standards.	• 5.5 days • 8.00am-5.00pm • Monday-Friday Sat (Alternate) • Full time/Permanent • Location: 069547

Job Positions	Job Description / Job Requirement	Working Hours / Location
	• Support the construction team when necessary. **Job Requirement:** • Minimum 3 years of relevant experience as a Land Surveyor. • Diploma or Bachelor's Degree in Land Surveying, Civil Engineering, or a related field. • Proven experience working on HDB projects. • Must be a registered member of the Singapore Institute of Surveyors and Valuers (SISV)	
Site Engineer	**Job Description:** • Assist the project manager with on- and off-site meeting pertaining to the technical issues • Responsible for submission of Architectural samples, shops drawing and other related documents to the consultants or authorities • Coordinate and monitor work progress at site including periodical site inspection and attending meetings during course of construction of project • Proven problem solving and achievements work progress according to the work schedule • Site supervision and able to coordinate well with sub-contractors, RE and RTO. **Job Requirement:** • Candidate must at least have a Post Graduate Diploma in Civil Engineering or equivalent • Min 3 years relevant experience in the related field for this position • Be able to work independently with minimum guidance • Good team player, keen desire to learn, contribute, advance and progress with the company.	• 5.5 days • 8.00am-5.00pm • Monday-Friday Sat (Alternate) • Full time/Permanent • Location: 069547
Site Manager	**Job Description:** • Plan, lead and monitor progress and performance against the project plan • Manages day-to-day operational aspects of a project, which includes manpower planning, construction progress monitoring, preparation of master schedule and cost control • Take actions to deal with the results of delays, bad weather or emergencies at construction site • Liaise with clients, consultants, subcontractors and authorities in resolving site issues • Effectively applies safe and economical methodology and enforces project standards. **Job Requirement:** • Recognised Degree in Civil Engineering or its equivalent • Minimum 8 years' construction experience in project/site management in construction industry • Independent, diligent, meticulous and highly motivated with excellent team spirit.	• 5.5 days • 8.00am-5.00pm • Monday-Friday Sat (Alternate) • Full time/Permanent • Location: 069547

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Job Positions	Job Description / Job Requirement	Working Hours / Location
Site Supervisor	**Job Description:** • Lead and supervise work closely with subcontractors within the scheduled timeline • Ensure subcontractors execute their works according to the industrial standards and contract specifications • Assist in project defects and rectifications • Any ad-hoc duties as assigned. **Job Requirement:** • Possess Minimum a Certificate in Building Supervision or relevant discipline. • Experience in Construction Site Operation would be an advantage • Effectively bilingual in English and Mandarin (in order to handle queries and feedbacks from Mandarin-speaking residents/ associates inregards with the maintenance matters.	• 5.5 days • 8.00am-5.00pm • Monday-Friday Sat (Alternate) • Full time/Permanent • Location: 069547
Structure Engineer	**Job Description:** • Design, analysis and plan for Civil & Structural engineering works • Prepare design calculations, drawings and carry out Authority submissions • Responsible for timely submission of plans and reports to Consultant and Authorities • To coordinate & liaise with consultant, sub-con and other trades eg M&E and architectural for projects specifications & other technical issues • To assist in project coordination and oversee of all structural/Civil works on site and ensure all related activities are carried out as per drawings • Attend meetings inclusive technical meetings (not withstanding to minutes down the meeting if necessary) and site walks during the construction phase of project • Keep track of test reports, tests, ST, Green Mark scheme and constructability scheme • Document control and compilation accordance to company ISO standard **Job Requirement:** • Degree in Civil/Structural Engineering / Building • 3-5 years architectural and structural coordinator experience in building construction Project • Good knowledge of Structural specifications & requirements	• 5.5 days • 8.00am-5.00pm • Monday-Friday Sat (Alternate) • Full time/Permanent • Location: 069547
Technical Manager	**Job Description:** • Manage the site technique team (BIM, C&S, M&E, Archi) to deliver the outcome timely and with good quality. Maintain design program by managing interfaces and monitoring progress, coordinating activities, resolving, or coordinating conflicts and issues in design packages. • Co-ordinate design related matters with Consultants and Clients. Resolve technical problems for project team. • Work out the shop drawing (mainly RC and Archi drawing) submit schedule and manage the submittals in orderly manner. Technical proposal composing.	• 5.5 days • 8.00am-5.00pm • Monday-Friday Sat (Alternate) • Full time/Permanent • Location: 069547

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Job Positions	Job Description / Job Requirement	Working Hours / Location
	• Arrange and chair regular meeting of technique team for progress monitoring. • Ensure optimize design solutions in compliant with construction standards, regulatory framework, contractual specifications and buildability requirements. • Ensure the construction team clearly understand the content and requirements of the latest drawings and requirements. **Job Requirement:** • Bachelor degree in Civil, Structural or in a related field recognised by the PEB Singapore. • Minimum 10 years of working experience and 5 years in large-scale Building projects. • Good knowledge and experience of RC structure works. • Familiar with Archi works • Exceptional technical and problem-solving skills and reasoning ability.	
Utility Engineer	**Job Description:** • Assisting the Manager on related underground utilities and services • Coordination between subcontractor and all Utilities agencies and Client to resolve discrepancies on utility plan • Experience dealing with utility agencies like PUB(Sewer, Water Supply, Network) • To liaise and resolve with SWCs on interfacing services clashes on site in a fair and professional manner • Ensure all NCE are in proper order prior to excavation works • Check and Coordinate with Site Engineer to ensure that no excavation work being conducted without cable detection or valid NCE. **Job Requirement:** • Assisting the Manager on related underground utilities and services • Coordination between subcontractor and all Utilities agencies and Client to resolve discrepancies on utility plan • Experience dealing with utility agencies like PUB(Sewer, Water Supply, Network) • To liaise and resolve with SWCs on interfacing services clashes on site in a fair and professional manner • Ensure all NCE are in proper order prior to excavation works • Check and Coordinate with Site Engineer to ensure that no excavation work being conducted without cable detection or valid NCE.	• 5.5 days • 8.00am-5.00pm • Monday-Friday Sat (Alternate) • Full time/Permanent • Location: 069547
WSH Coordinator	**Job Description:** • Ensure all operations comply with Workplace Safety and Health (WSH) and Environmental Control regulations, as well as relevant statutory requirements. • Follow up on site walk inspection findings raised by the Safety Committee and support the WSH Officer in closing out reports, including assistance in incident and accident investigations. • Ensure daily safety checklists are properly completed and documented, and conduct mass toolbox meetings on a weekly basis.	• 5.5 days • 8.00am-5.00pm • Monday-Friday Sat (Alternate) • Full time/Permanent • Location: 069547

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Job Positions	Job Description / Job Requirement	Working Hours / Location
	• Coordinate with relevant site personnel to continuously improve worksite safety standards and site cleanliness. • Ensure supervisors and workers strictly adhere to approved safe work procedures. • Assist the WSH Officer in organizing monthly Safety Committee meetings and preparing safety-related reports, including the tracking of safety issues. • Compile and maintain all relevant safety records and reports, and conduct daily site safety inspections. • Supervise workers to ensure safety measures and procedures are implemented in accordance with MOM regulations. • Perform any other ad-hoc duties as assigned by the supervisor from time to time.. **Job Requirement:** • Possess an Advance Certificate in Workplace Safety and Health. • Min. 2 years relevant experience in Building and Construction Industry • Proactive with excellent interpersonal skills and analytical ability • Ability to work under pressures in a fast pace environment.	
WSH Officer	**Job Description:** • Implement and monitor the project WSH Management System and ensure compliance with MOM, WSH Act and project safety requirements. • Conduct regular site inspections and safety audits to identify unsafe conditions, unsafe work practices and potential hazards. • Review and monitor Risk Assessments (RA), Safe Work Procedures (SWP) and Method Statements for construction activities. • Monitor high-risk works including excavation, ERSS, piling, lifting operations, work at height, structural works, façade works and M&E installation. • Coordinate WSH requirements among main contractors, subcontractors, consultants and specialist contractors across multiple work fronts. • Ensure public and third-party safety around residential, commercial, community facilities and other areas affected by construction activities. • Conduct safety briefings, toolbox meetings and worker inductions, and promote a strong WSH culture among workers and supervisors. • Investigate accidents, incidents and near misses, recommend corrective actions and follow up on the closure of safety issues. **Job Requirement:** • Registered WSH Officer with MOM and possess a valid WSH Officer registration. • Minimum 3–5years of Singapore construction experience, preferably in large-scale Building, Integrated Development, Mixed-use, or Condominium projects.	• 5.5 days • 8.00am-5.00pm • Monday-Friday Sat (Alternate) • Full time/Permanent • Location: 069547

Job Positions	Job Description / Job Requirement	Working Hours / Location
	• Strong knowledge of WSH regulations, Risk Assessment (RA), Safe Work Procedures (SWP),Permit-to-Work and Singapore construction safety requirements.	

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7. ENERGY REVOLUTION ENGINEERING PTE LTD

Energy Revolution Engineering Pte. Ltd. is a Singapore-based clean-energy systems integrator and developer of the EH-Series portable and mobile Battery Energy Storage Systems (BESS). We help construction and industrial users replace or reduce diesel-generator use through quieter, zero-emission-at-point-of-use power delivered close to the work area. Our team sizes, deploys, commissions and supports systems from 5 kWh portable units to 500 kWh containerised solutions, with local engineering, monitoring and after-sales support for Singapore site conditions..

Job Positions	Job Description / Job Requirement	Working Hours / Location
BESS Service and Commissioning Technician	**Job Description:** • Support delivery, setup, testing, commissioning and retrieval of portable battery energy storage systems at construction and industrial sites. • Conduct pre-deployment checks, basic electrical measurements, preventive maintenance and first-line troubleshooting. • Maintain service records, explain safe operating procedures to users and coordinate with the engineering team when faults require escalation. Work includes office, workshop and customer-site duties across Singapore. **Job Requirement:** • NITEC or Diploma in Electrical, Electronics, Mechanical or Mechatronics Engineering. • One to three years of hands-on technical or field-service experience preferred. • Able to read basic electrical diagrams, use test instruments and perform safe manual handling. • A Class 3 driving licence and construction-site experience are advantages. • Product training will be provided. • Occasional site support outside standard hours when required.	• 5 days • 9am-6pm • Full time/Permanent • Location: 528559
Business Development Executive (Clean Energy Solutions)	**Job Description:** • Develop business opportunities with construction companies, facility owners, event organisers and industrial users. • Conduct discovery calls and site visits, gather equipment loads and operating requirements, prepare proposals and coordinate trials or deployments with the technical team. • Maintain the sales pipeline, follow up on quotations and build long-term client relationships. **Job Requirement:** • Diploma or Bachelor's degree in Business Administration, Engineering, Marketing or a related field. One to three years of B2B sales or business-development experience preferred. Strong written communication, presentation and follow-up skills are required. • Experience with construction or industrial clients and a Class 3 driving licence are advantages. • Product training will be provided. • Occasional site support outside standard hours when required..	• 5 days • 9am-6pm • Full time/Permanent • Location: 528559

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8. JP NELSON EQUIPMENT PTE LTD

JP Nelson Group of companies is a leading supplier for equipment/machinery and major solution provider to the building environment, oil & gas, marine, offshore, shipbuilding and other relevant industries. Our dedicated management and experienced team are highly committed to meet the highest level of customer satisfaction.

Job Positions	Job Description / Job Requirement	Working Hours / Location
Account Executive	**Job Description:** • Handle the full-set of accounts, reporting packages and financial statements and ensure monthly closing is within the deadline • Preparation of monthly bank and intercompany reconciliation schedules. • Preparation of GST / withholding tax submission • Conduct performance analysis of the company • Responsible for managing and maintaining the company's accounts, books, ledgers, reports, etc. as per Company Law and Statutory requirements. • Coordinate and liaise with external auditors, tax agents, corporate secretarial agents in preparation of audit & tax schedules and attend to queries/requirements • Liaise with bankers for financing activities • Coordinate for the interim/final stock take and report any discrepancies • Preparation of accounting reports for management review in accordance with IFRS • Support forecasting and budgeting exercise as per corporate guidelines • Other ad-hoc duties as assigned from time to time. **Job Requirement:** • Diploma or Degree in Accounting or Professional Qualification • Minimum 2 years of experience in accounting • Good working knowledge of IFRS • Well-versed in MS Office, especially MS Excel • A self-starter who is able to plan, organize and take initiative to meet job objectives and deadlines independently • Can-do attitude, driven and passionate about work.	• 5 days • 44 hours • Full time/Permanent • Location: 629899
Chauffeur	**Job Description:** • To ferry Managing Director/ guest to and forth between office and any other places required in Singapore and Malaysia (occasionally) • Car maintenance and cleanliness • To practice safe driving • To perform other administrative duties assigned • You're to perform your duties in the best manner possible and to abide/take orders directly from your immediate superior/ manager/ supervisor at all times. **Job Requirement:** • Processed Class 3 driving license.	• 5 days • 44 hours • Full time/Permanent • Location: 629899

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Job Positions	Job Description / Job Requirement	Working Hours / Location
Crane Operator	**Job Description:** • To perform lifting services by operation of cranes as allocated or deployed by company in yard or customer's site • To perform daily operational check such as checking of engine oil level, hydraulic oil level, water level in radiator, function of safety devices etc before the start of every shift • Perform your duties in the best manner possible and to abide/take orders directly from your immediate superior/manager/supervisor at all times. **Job Requirement:** • To possess relevant license as stipulated by local government in order to operate the relevant cranes.	• 5.5 days • 44 hours • Full time/Permanent • Location: 629899
Mechanic	**Job Description:** • Perform maintenance including servicing, repairing, troubleshooting and washing of general equipment; • Perform overhaul of hydraulic components such as control valve, cylinder etc; • Perform overhaul of engine; • Perform overhaul of boring rig KDK gearbox; • You are required to attend site service and repair when deem necessary; • Perform work and commissioning works for overseas branches and clients if deemed required; • Ensure outgoing equipment meets highs quality working performance and ISO standards; • To ensure all safety measures are complied in workshop and to maintain safe working environment; • Housekeeping at work area another duties as instructed by superior; • Perform your duties in the best manner possible and to abide/ take orders directly from your immediate superior/ manager/ supervisor at all times. **Job Requirement:** • Knowledge in mechanical.	• 5.5 days • 44 hours • Full time/Permanent • Location: 629899
Sales Executive	**Job Description:** • Sales activities to achieve company set objectives. • Prepare quotation and tender submission to clients. • Client support and entertainment. • Maintain existing and long term relationships with customers. • Provide timely feedback to your immediate superior regarding sales performance. • Research and study in customer current and future needs and develop strategies in marketing of equipment sales. **Job Requirement:** • Candidate experience in foundation and construction equipment is an advantage. • Prefer candidate at least a Diploma, Advanced/Higher/Graduate Diploma, Marketing or equivalent. • Prefer candidate at least 2 years of working experience in the related field. • Prefer candidates have car and driving license.	• 5.5 days • 44 hours • Full time/Permanent • Location: 629899

Job Positions	Job Description / Job Requirement	Working Hours / Location
Workshop Executive	**Job Description:** • To assist workshop Manager to plan, organize, direct and control the workshop operation. • To handle and involve daily activities included submission of the summary of incoming report for damages and defects claims. • Coordinating and arrangement of incoming shipment with shipping agents/forwarders, to ensure that Containers are arrived on time. • Preparation and issue of DO, Invoices, and shipping documentations. • To be In-charge of servicing & repairing equipment. • To source and submit quotation for repairing unit. • Issuing of work order to supervisor and monitor the works are carried out in accordance to customer requirements. • Ensure the workshop comply to ISO quality manual, effective application of ISO system and preventive of non-conformity. • Ensure the workshop is in compliance with the company Law & Act or statutory requirement. • Ensure all safety measure are comply in workshop and to maintain safe working environment. • To liaise between customers and forwarders on the shipments activities and ensure that the equipment are delivered and properly handover to port handler. • You're to perform your duties in the best manner possible and to abide/take orders directly from your immediate superior at all times. **Job Requirement:** • Bachelor in Mechanical Engineering.	• 5.5 days • 44 hours • Full time/Permanent • Location: 629899

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9. Kim Yew Integrated Pte Ltd

At Kim Yew Integrated, we make environments work better. From integrated facilities management to engineering and sustainability solutions, our mission is to help people thrive in spaces that are efficient, resilient, and future-ready.

Job Positions	Job Description / Job Requirement	Working Hours / Location
Assistant Facilities Engineer(M&E Maintenance)	**Job Description:** • Plan, execute and supervise all M&E related facilities maintenance work service. Lead a team of technical officers and technicians for the facilities management activities. Advise and lead the technical (M&E) investigations for rectification work with the manager. • Investigate, analyse and determine root cause and report any M&E breakdown and fault effectively. • Together with Manager to manage M&E work and services for effective and efficient M&E facilities performance. • Coordinate and supervise the M&E installation and maintenance work. Planning and scheduling of preventive maintenance and corrective maintenance works. • Carrying out regular inspection and provide recommendations for improvement or rectification work if needed. Conducting regular inspection to ensure all maintenance programme are implemented effectively in strict compliance with instructions and guidelines. • Perform troubleshooting and analyse faults and provide recommendations for sustainable and cost- effective solutions. • Operate and control automated M&E systems, conduct testing & commissioning. **Job Requirement:** • Minimum Diploma in Mechanical/ Electrical Engineering or its equivalent. • Good knowledge of M&E maintenance and Facilities Management.	• 5.5 days • 44 hours • Full time/Permanent • Location: 999999
Assistant Facilities Manager	**Job Description:** • Assist the Facility Manager to supervise the engineers, technical personnel, and technicians for smooth facilities maintenance. • Ensure all operational issues and emergencies are attended promptly and rectified with minimal inconvenience and disruption. • Conduct regular checks and inspections to ensure the premises is well maintained. • Ensure all work is carried out in accordance with the schedule planned. • Monitor and track any project work and their progress status. • Monitoring of KPIs to ensure compliance with performance framework. • Involve in preparation of monthly reports for the management. **Job Requirement:** • Diploma and above in Engineering / Building / Facilities Management or any relevant disciplines. • Proficient and good knowledge in M&E maintenance services.	• 5.5 days • 44 hours • Full time/Permanent • Location: 999999

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Job Positions	Job Description / Job Requirement	Working Hours / Location
	• Minimum 2 years of relevant working experience, preferably from Facilities Management industry or relevancy.	
Facilities Manager	**Job Description:** • Oversee and manage the FM team of engineers, technical personnel, specialists, including direct vendors / sub-contractors for smooth facilities maintenance. • Ensure all operational issues and emergencies are attended promptly and rectified with minimal inconvenience and disruption. • Conduct regular check and inspection to ensure the premises is well maintained. • Ensure all works are carried out in accordance with the schedule planned. • Monitor and track any project works and their progress status. • Monitoring of KPIs to ensure compliance with performance framework. • Ensure effective communication within the team and with internal/external stakeholders to achieve their assigned KPIs. • Prepare monthly reports for the management. **Job Requirement:** • Min Diploma and above in Engineering / Building / Facilities Management or any relevant disciplines. • Proficient and good knowledge in M&E maintenance services. • Minimum 3 years of relevant working experience in Facilities Management industry.	• 5.5 days • 44 hours • Full time/Permanent • Location: 999999
Facilities Operations Manager	**Job Description:** • Plan and prepare monthly work schedules in accordance to the contractual work scope and timelines related to all M&E services works. • Reviews contracts' specifications to ensure cost effectiveness and competitiveness. • Identify and evaluate cost benefits effects on alternative ways in accomplishing task and targets. • Ensure that all operational issues and emergencies are attended promptly and rectified with minimal inconvenience and disruption. • Monitor and track clearance for all personnel, including Vendors / Sub-contractors and technicians within the work scope. • Familiar with Workplace Health and Safety Act and be able to provide advice on Health & Safety matters. • Assist safety team in regular audits to ensure safety procedures on site are in place and working. **Job Requirement:** • Diploma or Degree in Engineering / Building / Facilities Management or any relevant disciplines. • Proficient and good knowledge in M&E maintenance services. • Minimum 3 years of relevant working experience in Facilities Management industry.	• 5.5 days • 44 hours • Full time/Permanent • Location: 999999

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Job Positions	Job Description / Job Requirement	Working Hours / Location
	Job Description: • Overall responsibility is to create BIM content and production documents for the purpose of delivering IDD project. **Job Requirement:** • Diploma or Degree in Civil/ Mechanical Engineering or BIM related certification	• 5.5 days • 44 hours • Full time/Permanent • Location: 999999
Facilities Technician (Aircon , Electrical, Plumbing and Sanitary)	**Job Description:** • To perform maintenance, repair and servicing tasks (Electrical /Aircon / Mechanical / Building). • To carry out corrective maintenance operations for facilities or buildings , including troubleshooting and repairing on mechanical, electrical, ACMV and plumbing systems. • Attend to faults or complaints in a prompt and effective way. • Performing regular maintenance and repairs on the building facilities or systems to ensure smooth operation. Reporting any fault issues to the supervisor. • Conduct preventive checks and troubleshooting on the M&E systems. **Job Requirement:** • Ntc / Nitec and above in Engineering / Airconditioning / Electrical or its equivalent	• 5.5 days • 44 hours • Full time/Permanent • Location: 999999
M&E Engineer (Facilities Maintenance)	**Job Description:** • Plan, execute and supervise all M&E related facilities maintenance work service. Lead a team of technical officers and technicians for the facilities management activities. Advise and lead the technical (M&E) investigations for rectification work with the manager. • Investigate, analyse and determine root cause and report any M&E breakdown and fault effectively. • Together with Manager to manage M&E works and services for effective and efficient M&E facilities performance. • Coordinate and supervise the M&E installation and maintenance work. Planning and scheduling of preventive maintenance and corrective maintenance works. • Carrying out regular inspection and provide recommendations for improvement or rectification work if needed. Conducting regular inspection to ensure all maintenance programme are implemented effectively in strict compliance with instructions and guidelines. • Perform troubleshooting and analyse faults and provide recommendations for sustainable and cost- effective solutions. • Operate and control automated M&E systems, conduct testing & commissioning. **Job Requirement:** • Diploma or Degree in Mechanical/ Electrical Engineering or its equivalent. • Minimum 3 years of working experience in Facilities Maintenance industry with M&E relevant working experience.	• 5.5 days • 44 hours • Full time/Permanent • Location: 999999

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Job Positions	Job Description / Job Requirement	Working Hours / Location
Property Executive	**Job Description:** • Manage a team of in-house Technicians including roster planning, to carry out day-to-day building M&E services and manage contractors doing maintennace of Soft Services (Cleaning , Pest control, landscape, security etc) . • Develop and implement preventive/ corrective M&E maintenance to ensure smooth and efficient operations of services. • Oversee contractors in fitting out/ reinstatement of A&A works in accordance with authorities/ building's regulations. • Managing and fostering relationships with team / vendors and other key stakeholders through effective communications, collaboration, and engagement. • Ensure the SLAs (Service Level Agreements) / KPIs (Key Performance Indicators) fulfilled. • Administration of service or term contracts including cost comparisons and negotiation for contract renewal/ replacement of building M&E service. **Job Requirement:** • Minimum Diploma in Building / Real Estate and Property management/ Engineering or its equivalent. • Good knowledge of Building maintenance and Facilities Management.	• 5.5 days • 44 hours • Full time/Permanent • Location: 999999
Quantity Surveyor	**Job Description:** • Quantity Surveying and contracts administration for Facilties Maintenance & Building maintenance services. To provide support of maintenance and project works function. • Involve in preparation of contracts to award to vendors and sub-contractors. • Prepare and submit claims for completed works upon receiving completion reports. • Manage progress claims and other claims put up from vendors and sub-contractors. Prepare, monitor and submit claims for variations and progress payment. • Prepare bill of quantity and cost estimate for variation works. • Budgetary control and ensure timely completion of projects. • Liaise with client and client's representative on work progress, claims and KPI. • Track, record and update on breakdown of claims, variations claims or omissions. • Manage payments and claims via company's Enterprise Resource Planning (ERP) software. • Monitor and control costs throughout the project lifecycle. Involve in managing contract variations, valuations, and final accounts. Maintain accurate records of project costs, contracts, and correspondence. **Job Requirement:** • Diploma or Degree in Quantity Surveying/ Civil / Mechanical/ Electrical Engineering or its equivalent.	• 5.5 days • 44 hours • Full time/Permanent • Location: 999999

Job Positions	Job Description / Job Requirement	Working Hours / Location
Technical Executive	**Job Description:** • Manage a team of in-house Technicians and Technical Officers and oversee sub contractors to carry out day-to-day facilities and building maintenance services. • Develop and implement preventive/ corrective M&E maintenance to ensure smooth and efficient operations of services. • To provide technical knowledge and advice to the Team to resolve any site issue. To respond and compile fault cases and highlight any major issue to managers. • Oversee contractors in fitting out/ reinstatement of A&A works in accordance with authorities/ building's regulations. • Managing and fostering relationships with team / vendors and other key stakeholders through effective communications, collaboration, and engagement.. **Job Requirement:** • Min Diploma in Facilities Management / Real Estate/ Building / Mechanical or Electrical Engineering or its equivalent. • Minimum 3 years of relevant working experience in Facilities Management industry. • Good technical knowledge in Mechanical systems (ACMV) / Electrical engineering etc..	• 5.5 days • 44 hours • Full time/Permanent • Location: 999999

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10. KOK TONG CONSTRUCTION PTE LTD

In Kalimantan Indonesia, our venture into the coal mining industry started as a sub-contractor in 2005. As a result of the foresight and dynamism of our management and a committed team, we have carved a niche for ourselves as a reliable coal miner and expanded into coal trading as well.

Housed in our own headquarters at 27 Pandan Crescent since 2010, KTC Group is poised to accelerate its growth by partaking in various upcoming infrastructure developments in Singapore and the growing coal mining opportunities in the region. Our business streams are synergistic in nature and help us to offer a comprehensive support to our elite clientele.

Job Positions	Job Description / Job Requirement	Working Hours / Location
Admin Executive	**Job Description:** • To provide administrative support **Job Requirement** • Diploma in Business Administration or relevant studies	• 5 days • 9am - 6pm • Full time/Permanent • Location: Islandwide
BIM Engineer	**Job Description:** • Overall responsibility is to create BIM content and production documents for the purpose of delivering IDD project. **Job Requirement:** • Diploma or Degree in Civil/ Mechanical Engineering or BIM related certification	• 5 days • 8am - 6pm • Full time/Permanent • Location: Islandwide
Cleaner	**Job Description:** • To maintain the office and compound cleanliness. **Job Requirement:** • Basic cleaning skills.	• 6 days • Flexible work arrangement • Full time/Permanent • Location: Islandwide
Crawler Crane Operator	**Job Description:** • Operate crawler cranes to safely lift, move, and position heavy materials and equipment, ensuring compliance with project specifications, safety regulations, and site procedures. **Job Requirement:** • CSC in Crawler Crane Operator, Crane Operator License.	• 6 days • 8am - 5pm • Full time/Permanent • Location: Islandwide
Driver	**Job Description:** • Ensure safe and efficient transportation of materials, documents, and personnel. **Job Requirement:** • Class 3 driving license.	• 6 days • 8am - 5pm • Full time/Permanent • Location: Islandwide
Excavator Operator	**Job Description:** • Operate excavators to perform earthmoving tasks such as digging, trenching, grading, and material handling. **Job Requirement:** • SEC/SEC(K)/CSC in Hydraulic Excavator Operation, Registered Earthwork Operator License.	• 6 days • 8am - 5pm • Full time/ Permanent • Location: Islandwide
Machinery Mechanic	**Job Description:** • Perform repair and maintenance of machines. **Job Requirement:** • Proficient skills in repair and maintenance of machines.	• 6 days • 8am - 5pm • Full time/ Permanent • Location: 128476

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Job Positions	Job Description / Job Requirement	Working Hours / Location
Motor Vehicle Mechanic	**Job Description:** • Perform general maintenance and repair on automobiles, light and heavy trucks and other automotive equipment **Job Requirement:** • Basic mechanical and repair skills, engine overhaul, specialty tools and diagnostic equipment knowledge	• 6 days • 8am - 5pm • Full time/ Permanent • Location: 128476
Project Engineer	**Job Description:** • To plan, coordinate, and oversee project execution on site, ensuring all works are carried out in compliance with approved drawings, specifications, safety requirements, and project timelines, while supporting reporting, quality control, and coordination among stakeholders. **Job Requirement:** • PE Board Recognised Degree in Civil Engineering.	• 5 days + 2 ALT Sat • 8am - 6pm • Full time/Permanent • Location: Islandwide
Purchasing Executive	**Job Description:** • Processing of purchase requisitions promptly and accurately while meeting delivery and budgetary target. **Job Requirement:** • Diploma / Degree in Business Admin / Supply Chain Management or equivalent.	• 5 days • 8am - 6pm • Full time/Permanent • Location: Islandwide
Security Officer	**Job Description:** • Secures premises and personnel by patrolling property; monitoring surveillance equipment; inspecting buildings, equipment, and access points. **Job Requirement:** • Certificate in Security or equivalent	• 6 days • Flexible work Arrangement • Full time/Permanent • Location: Islandwide
Tipper/Mixer Truck Driver	**Job Description:** • Ensure safe and efficient transportation of materials. **Job Requirement:** • Class 4 driving license.	• 6 days • 8am - 5pm • Full time/Permanent • Location: Islandwide
Tyreman	**Job Description:** • Maintenance and replacement of tyres on vehicles. **Job Requirement:** • Basic knowledge of tyres, repair techniques and tools.	• 6 days • 8am - 5pm • Full time/Permanent • Location: 128476
WSH Coordinator	**Job Description:** • Support and coordinate WSH activities at site level to assist in maintaining a safe and compliant working environment. **Job Requirement:** • WSQ Advance Certificate (Level B) or equivalent.	• 6 days + 1 ALT Sat • 8am - 5pm • Full time/Permanent • Location: Islandwide

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11. KTV Working Drone(Singapore) Pte Ltd

We are committed to promoting safety and well-being for those who work at heights, including lift operators, scaffolders, and façade climbers. These physically demanding jobs often result in stress injuries and pose significant risks every day. We are dedicated to supporting this group and improving their working conditions through innovative drone-based solutions.

Job Positions	Job Description / Job Requirement	Working Hours / Location
Facade Cleaning Pilot	**Job Description:** • Operate cleaning drones with water-jet systems for safe & efficient façade washing. • Perform pre-and post-cleaning checks and follow strict safety protocols. • Coordinate with ground crew, monitor cleaning results and maintain equipment. **Job Requirement:** • Valid UA Pilot Licence and ability to operate inspection drones safely. • Physically fit with a good understanding of safety protocols and site operations. • Basic technical skills to handle water jet troubleshoot minor issues. • Shift work required occasionally (nigh shift). • Mid-career switchers, candidates without experience (Training and licence sponsorships provided. • On the job training provided.	• 6 days • 9am- • Full time/Permanent • Location: 757048
Facade Inspection Pilot	**Job Description:** • Conduct Drone facade inspections and capture high-quality image. • Ensure safe, compliant flight operations and equipments check. • Assist with data review, reporting and coordination with site teams. **Job Requirement:** • Valid UA Pilot Licence and ability to operate inspection drones safely. • Basic knowledge of building defects and strong attention to detail. • Able to work outdoors and coordinate with site teams during inspection. • Shift work required occasionally (nigh shift). • Mid-career switchers, candidates without experience (Training and licence suponsorship provided. • On the job training provided.	• 6 days • 9am- • Full time/Permanent • Location: 757048
Spotter/Operation Assistant	**Job Description:** • A spotter supports safe drone operations and identifies hazards on-site. • Assist with site setup, equipment handling and basic document. • Support admin tasks such as scheduling, checklists and updating cleaning records. **Job Requirement:** • Able to observe surroundings and follow safety procedures. • Basic admin & documentation skills and comfortable using checklist and simple record.	• 6 days • 9am- • Full time/Permanent • Location: 757048

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Job Positions	Job Description / Job Requirement	Working Hours / Location
	• Physically able to support site setup and handle light equipment. • Shift work required occasionally(nigh shift). • Mid-career switchers, candidates without experience (Training and licence sponsorship provided. • On the job training provided Mid-career switchers, candidates without experience (Training and licence sponsorship provided. • On the job training provided.	

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12. SAVILLS PROPERTY MANAGEMENT PTE LTD

Our property management services cover all areas and asset types from large scale shopping centres, residential to industrial portfolios, our team can provide advice on a range of services from strata management to asset management.

Job Positions	Job Description / Job Requirement	Working Hours / Location
Account Admin Assistant	**Job Description:** • Issuing cheques • Prepare cash management form weekly • Maintain cash book and petty cash • Keying in General Ledger and Accounts Receivables • Receive payments and issuing of receipts • Provide administrative and front desk support • Attend to residents' and owners' enquiries • Other job related and ad-hoc duties. **Job Requirement:** • Minimum GCE 'O'/'N' Level • At least 1 year of relevant working experience in Accounting/Admin preferred • Proficient in MS Office applications • Meticulous, resourceful & motivated • Strong interpersonal and communication skills • Service-oriented and able to work independently	• 5.5 days • 8:30am-5:30pm or 9am-6pm (Mon to Fri), 8:30am-12:30pm or 9am-1pm(sat) • Full time/ Permanent • Location: Islandwide
Account officer (PM)	**Job Description:** • Handle full set of accounts (AR, AP and GL) • Prepare monthly financial reports • Issuing invoices, statement of accounts and reminders • Issuing payments to suppliers • Prepare and submitting GST • Coordinate and liaise with external parties like external auditors • Attend to owners one enquires regarding their statement • Supervise and guide Accounts Assistants • Receiving, courier or handling cash/cheques from clients • Banking of cash/cheques • Complete ad-hoc projects or tasks as assigned. **Job Requirement:** • Minimum Diploma in Accounting related • Possess minimum 1 year of experience handling full set of accounts • Proficient in MS Office applications • Meticulous, resourceful& motivated • Strong interpersonal and communication skills	• 5 days • 8am-5pm or 9am-6pm • Full time/ Permanent • Location: 239070
Admin Assistant / Executive	**Job Description:** • Prepare and submit regular facility operation reports to management. • Track and report key facility metrics. • Maintain incident and service request logs for audit and review purposes. • Provide updates on compliance with safety, health, and environmental regulations. • Serve as the main point of contact for internal departments regarding facility needs.	• 5.5 days • 8:30am-5:30pm or 9am-6pm (Mon to Fri), 8:30am-12:30pm or 9am-1pm(sat) • Full time/ Permanent • Location: Islandwide

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Job Positions	Job Description / Job Requirement	Working Hours / Location
	• Coordinate with employees to address workspace concerns and requests. • Liaise with building management for shared facility issues and updates. • Ensure all stakeholders are informed of facility-related activities and schedules. • Manage contracts and service agreements with external vendors • Monitor vendor performance and ensure service delivery meets agreed standards. • Schedule and coordinate routine and emergency maintenance with service providers. • Review and approve vendor invoices and service reports. • Maintain and update facility documentation and records. • Coordinate facility access passes, keys, and security systems for staff and visitors. • Manage procurement of office and facility supplies. • Ensure compliance with administrative policies and procedures. • Organize and participate in facility-related meetings with internal teams and external vendors. • Record and distribute meeting minutes and action points. • Follow up on tasks and resolutions discussed during meetings. • Assist in preparing presentation materials for management reviews or planning sessions. • Conduct regular facility inspections and audits to identify areas for improvement. • Recommend and implement facility upgrades, layout changes, or efficiency improvements. • Support sustainability initiatives and cost-saving measures. • Evaluate feedback from users to enhance facility operations and services. • Support marketing efforts for rentable spaces or services within the facility (e.g., event halls, co-working areas). • Collaborate with finance and operations teams to align facility functions with revenue goals. **Job Requirement:** • Candidates should have at least GCE O Level certificate with 3 years of experience in Facilities Management • Outgoing and vocal with good communications skill. • Excellent client management skills in a corporate environment and a strong team player. • Proactive and independent. • Familiar with CMMS for work order management; • Dynamic and multi-tasking capabilities.	
Building Technician	**Job Description:** • Maintenance & Operations • Perform routine inspections and preventive maintenance of building equipment and systems. • Monitor and maintain Mechanical & Electrical (M&E) systems, including HVAC, electrical, plumbing, fire protection, and lighting systems. • Attend breakdowns, troubleshooting faults, and carry out repairs promptly.	• 5.5 days • 8:30am-5:30pm or 9am-6pm (Mon to Fri), 8:30am-12:30pm or 9am-1pm(sat) • Full time/Permanent

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Job Positions	Job Description / Job Requirement	Working Hours / Location
	• Conduct daily facility checks and report any defects or abnormalities. • Maintain accurate maintenance records, logs, and reports. Building Services • Ensure building services and facilities are operating efficiently and safely. • Coordinate and supervise contractors for maintenance, repair, and renovation works. • Respond to tenant or occupant requests and resolve facility-related issues. • Assist in energy management initiatives and utility consumption monitoring. Administrative Duties • Update maintenance schedules and work orders. • Maintain inventory of tools, spare parts, and maintenance supplies. • Prepare service reports and documentation as required. • Support budget control by monitoring maintenance expenses and contractor performance. **Job Requirement:** • NITEC, Higher NITEC, Diploma, or equivalent in Electrical Engineering, Mechanical Engineering, Building Services, Facilities Management, or a related discipline. • Relevant certifications in electrical work, facilities maintenance, or workplace safety are advantageous. • Minimum 1-3 years of experience in building maintenance, facilities management, or a similar role. • Experience working in commercial buildings, residential developments, industrial facilities, or mixed-use properties is preferred.	
Asst Facilities Manager	**Job Description:** • Proactively engage stakeholders to ensure that on site client's expectations are met • Build and develop effective client /stakeholder relationships across multiple levels of the organization; • On-site key point of contact for Facilities in the client's premises; • Ensure effective communication and reporting to clients on operation matters; • Evaluate service response time and analyse occupants' service request trends and suggestions; • Ensure feedback from client sessions is recorded and actioned to the satisfaction of the end user; • Pro-actively assist the FM to develop and manage client / business unit relationships ensuring that the expected and consistent service levels are achieved across the sites • Analyze client service request trends and provide suggestions for improvement. Ensure feedback from client sessions is recorded and actioned to the satisfaction of the end user. Lead by example and groom the team in achieving maximum client satisfaction level; • Preparing weekly, monthly facilities reports; • Assist the FM to develop and review planned maintenance schedules with maintenance vendors;	• 5.5 days • 8:30am-5:30pm or 9am-6pm (Mon to Fri), 8:30am-12:30pm or 9am-1pm(sat) • Full time/ Permanent • Location: Islandwide

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Job Positions	Job Description / Job Requirement	Working Hours / Location
	• Assist in the implementation of a property risk management program which identifies major property risks including occupational health and safety, fire safety and essential services and environmental. • Ensure critical operations and sites are identified across the region. • Establish HSSE plan for the account on site. • Assist the FM to ensure disaster recovery and business continuity planning is implemented and maintained across the sites. • Implement and ensure escalation procedures are in place and observed for incident and problem reporting. • Have good knowledge of statutory legislations and requirements • Managing work orders using CMMS and analysing maintenance data; • Any other scope and roles assigned by the reporting manager. **Job Requirement:** • Minimum Diploma in Facilities Management, Estate Management, Building or relevant related discipline from a recognised tertiary institute; • At least 3 years of relevant experience as a manager in facilities management • Able to lead independently the team of Facilities Management and properties at site with minimum supervision; • Excellent client management skills in a corporate environment and a strong team player. Proactive and independent; Dynamic and multi-tasking capabilities; Familiar with CMMS for work order management; Fire Safety Manager Certificate.	
Cleaners	**Job Description:** • Perform daily cleaning of commercial and industrial facilities, including offices, warehouses, workshops, and production areas. • Clean and sanitize restrooms, break rooms, and common areas. • Empty waste bins and dispose of rubbish according to company procedures. • Clean machinery, equipment, and workstations as required. • Operate cleaning equipment such as floor scrubbers, pressure washers, and industrial vacuum cleaners. • Replenish cleaning supplies, toiletries, and consumables. • Follow workplace health, safety, and environmental regulations. **Job Requirement:** • Previous experience in commercial, industrial, or janitorial cleaning is preferred. • Ability to perform physically demanding tasks, including lifting, bending, standing, and walking for extended periods. • Knowledge of cleaning chemicals, equipment, and safe handling procedures. • Ability to work independently and as part of a team.	• 5.5 days • 9am-6pm • Full time/ Permanent • Location: Islandwide

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Job Positions	Job Description / Job Requirement	Working Hours / Location
Cleaning Supervisor	**Job Description:** • Team Supervision: Assign daily tasks and coordinate work schedules for all cleaning staff. • Quality Control: Inspect cleaned areas regularly to ensure compliance with company and hygiene standards. • Training and Guidance: Conduct induction and on-the-job training for new cleaners on proper cleaning methods and equipment use. • Equipment and Supplies: Check that all cleaning tools and machines are safe and well-maintained. Report low stock levels of chemicals and materials to management. • Client Communication: Listen to client requests or feedback on-site, share them with the team, and ensure proper follow-up. • Safety Compliance: Enforce all workplace health and safety rules and proper handling of cleaning chemicals.. **Job Requirement:** • Experience: Minimum 1 to 2 years of experience in commercial or industrial cleaning, with some supervisory or lead experience. • Skills: Strong leadership, clear communication, and basic problem-solving abilities. • Knowledge: Familiarity with professional cleaning chemicals, tools, and safety regulations (such as proper dilutions and PPE use). • Physical Fitness: Ability to stand, bend, walk, and lift equipment for extended periods. • Education: Secondary school certificate or equivalent.	• 5.5 days • 9am-6pm • Full time/Permanent • Location: Islandwide
Facilty Manager	**Job Description:** • To review and approve the Method Statement, Risk Assessment, Safe Work Procedure, Fall Prevention Plan, and all related safety documents prior to job commerce. • To apply for Permit to Work at occupier site. (if applicable) • To maintain a Safe Work Environment/Conditions at workplace. • To assist on the overall operational effectiveness WSH management at the site as per contract requirements. • To conduct weekly random safety inspection as required by Client. • To conduct accident/incident investigation and prepare incident report on corrective actions to prevent recurrence. • To adhere/ implement WSH and all safety regulations in the workplace under WSHA and it applicable subsidiary legislation. • Ensure all workers at site always wear the appropriate PPE. • Conduct daily toolbox briefing with attendance recorded for the contractors. • Advise external customers of safety needs when visiting the sites. • Attend ad-hoc/ outstanding safety related issues whenever required. • Any other duties as assigned by the superiors. **Job Requirement:**	• 5days • 9am-6pm • Full time/ Permanent • Location: Islandwide

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Job Positions	Job Description / Job Requirement	Working Hours / Location
	• Minimum Degree in Facilities Management, Estate Management, Building or relevant related discipline from a recognised tertiary institute. • At least 5 years of relevant experience as a manager in Facilities Management • Able to lead independently the team of Facilities Management and properties at site with minimum supervision; • Excellent client management skills in a corporate environment and a strong team player; • Dynamic and multi-tasking capabilities; • Familiar with CMMS for work order management; • Fire Safety Manager Certificate.	
Facility Officer	**Job Description:** • Perform regular inspections of building systems, equipment, and facilities to ensure they are in good working order. • Respond promptly to building issues, equipment malfunctions, and customer complaints. • Support the technician in troubleshooting any building, plumbing, mechanical & electrical issues and resolving them if possible. • Keep records of on-site maintenance works and manage inventory of spare parts used. • Liaise with contractors, service providers and relevant authorities under guidance of the Building Manager. • Assist in the coordination of installation, renovation, refurbishment and building improvement projects. • Assist in tracking utility consumption and identifying anomalies. • Support the technician in carrying out preventive/ corrective maintenance of any building facilities, M&E systems if required. • Ensure registers of drawings, equipment lists and service records are accurately updated and maintained. • Conduct site walks and escort term contractors/ external vendors whilst they are doing routine maintenance work or adhoc replacement works. • Carry out any ad hoc tasks as assigned by the Building Manager or client's representative. • Manage and supervise the technician and work closely with security team and cleaning team, in carrying out duties. • Manage all direct contractors or vendors engaged by the client for Facility Management Services in various disciplines. • Ensure all projects, preventive maintenance works and SOPs are carried out timely and according to planned schedule as per the agreed service level agreement (SLA) with the client. **Job Requirement:** • Diploma in Engineering, Facilities Management or equivalent. • No experience are welcome to apply as training will be provided. • Self-motivated with good written and communication skills and computer literate. Be competent in the use of Outlook email application and the following application software; MS office, especially MS Outlook express, Microsoft Excel (intermediate level), MS Word and MS Power point.	• 5.5 days • 8:30am-5:30pm or 9am-6pm (Mon to Fri), 8:30am-12:30pm or 9am-1pm(sat) • Full time/ Permanent • Location: Islandwide

Job Positions	Job Description / Job Requirement	Working Hours / Location
	• Meticulous and a good team player.	
Key Account Manager (Cleaning)	**Job Description:** Client Relationship & Stakeholder Management • Act as the primary point of contact for clients and relevant stakeholders regarding service requests, feedback, and contractual obligations. • Liaise closely with clients to review Service Level Agreements (SLAs), Key Performance Indicators (KPIs), and overall performance standards. • Build long-term, strategic partnerships with key accounts to maximize client retention and identify upselling opportunities. Operational Leadership & People Management • Lead, mentor, and manage a team of operations managers, executives, and site supervisors to ensure cohesive and high-performing operations. • Provide strategic guidance to project staff to help them thoroughly understand contractual requirements and implement mitigation solutions for operational challenges. • Oversee the development and execution of robust work methodologies, standard operating procedures (SOPs), and comprehensive staff training programs. • [Value-Add] Drive workforce upskilling initiatives and progressive career mapping for site staff to boost productivity and retention. Financial & Administrative Governance • Manage project budgets strictly within set constraints while successfully achieving corporate objectives and operational benchmarks. • Compile and present comprehensive monthly budget monitoring, variance analysis, and financial reports to senior management. • Oversee the verification and timely submission of all monthly project reports required for billing and revenue realization. • Balance high-level operational execution with rigorous administrative compliance. Strategic Value-Adds & Innovation • Innovation & Automation: Identify opportunities to integrate cleaning technologies, smart cleaning systems, and automation/robotics to optimize manpower and improve efficiency. • Sustainability & ESG: Align cleaning operations with modern sustainability goals, ensuring the eco-friendly use of chemical consumables, waste reduction practices, and compliance with green standards. • Proactive Risk Management: Conduct regular operational audits and risk assessments to proactively resolve issues before they impact the client. **Job Requirement:** • Minimum 5+ years of experience in operations management within the Cleaning, Facilities Management, or Environmental Services industry, with at least 2 years in managerial/key account capacity.	• 5 days • 9am to 6pm • Full time/ Permanent • Location: 416191

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Job Positions	Job Description / Job Requirement	Working Hours / Location
	• Financial Acumen: Proven experience managing profit and loss (P&L), budgeting, and cost-benefit analysis. • Leadership: Strong track record of leading diverse teams and managing multi-site operations. • Communication: Exceptional interpersonal, negotiation, and report-writing skills, with the ability to present confidently to senior management and corporate clients. • Tech-Savvy: Familiarity with digitized operations management tools, roster scheduling software, or smart cleaning tech is highly advantageous.	
Strata Commercial Manager	**Job Description:** • Manage and maintain commercial property sites as assigned • Conduct regular checks and inspection on grounds to ensure property is well-maintained • Ensure building statutory requirements are complied with • Conduct meetings of the management corporation, preparation and record meeting minutes • Ensure good record keeping and filing administration • Review and recommend replacement/improvement plans for managed sites • Provide essential customer service support staff to the tenants and owners • Supervise and manage a team of site staff • Other job related and ad-hoc duties as assigned **Job Requirement:** • Degree or Diploma in Building/Estate Management or related disciplines • At least 3-5 years relevant working experience • Knowledge of Building Maintenance and Strata Management Act will be advantageous • Good leadership ability with excellent interpersonal and communication skills • Outgoing and approachable • Possess good customer service skills • Good decision-making skills and effective problem solver • An eye for details • Proficient in MS Office applications	• 5.5 days • 8:30am-5:30pm or 9am-6pm (Mon to Fri), 8:30am-12:30pm or 9am-1pm(sat) • Full time/ Permanent • Location: Tuas
Strata Residential Executive M&E	**Job Description:** • Manage and maintain property sites as assigned • Conduct regular checks and inspections on grounds to ensure property is well maintained • Ensure building statutory requirements are complied with • Conduct meetings of the management corporation, preparation and record minutes of meetings • Ensure good record keeping and filing administration • Review and recommend replacement/improvement plans for managed sites • Provide essential customer service support to the residents and owners • Supervise and manage a team of site staff • Other job-related ad hoc duties as assigned. **Job Requirement:** • At least 2 years of M&E experience required	• 5.5 days • 8:30am-5:30pm or 9am-6pm (Mon to Fri), 8:30am-12:30pm or 9am-1pm(sat) • Full time/ Permanent • Location: Central/East

Job Positions	Job Description / Job Requirement	Working Hours / Location
	• Knowledge with Building Maintenance and Strata Management Act will be an added advantage • Possess good customer service skills • Good decision-making and effective problem solver • Proficient in MS Office applications	
Strata Residential Manager	**Job Description:** • Ensure the smooth operations and effective management of properties managed by the Company. • Handle all administration works and correspondence relating to the management of the properties under the company's portfolio. Supervise the site staff. Help coordinate the works of the building supervisor, fire safety manager and the technicians assigned to respective properties. • Manage bookings, maintenance of all facilities (swimming pool, spa pool, sauna, gym, squash and tennis courts, playgrounds, putting green, BBQ pits, function room, games room, etc, at respective properties managed by the company). • Plans, organise activities and put up decoration during major festive seasons when required (eg: Lunar New Year, Hari Raya, Moon Cake Festival, National Day, Christmas, when required). • Conduct routine checks for all building structures, surrounding areas, mechanical & electrical equipment and carry out / make recommendations for preventive maintenance works when required, including inspection for encroachment and site clearance works when required. • Conduct regular meetings with Councils / Owners and submit minutes of meetings for record purposes, including the conduct of Annual General Meeting when required. • Periodically update the Councils /Owners on the financial status and prepare budgets for both the Management and Sinking Funds. • Attending to daily operation and administrative works: a. Updating the subsidiary proprietors list and change of address; b. Filing of correspondence and follow-up on essential matters; c. Submission of returns when required by various government authorities; d. Preparation of reports for review by Councils / Owners; • Assist potential client of new developments in preparation and printing of handbook, handover kits, prepare building defects list and fixing date of inspection, and appointments for works to be carried out. • Handling and keeping records of security pass / car park labels as approved. • Assist in the collection of rental / management and sinking funds / administration fee / renovation deposits / security pass where necessary and when required to liaise with Councils / Owners on issue of legal demand letters and follow-up actions.	• 5.5 days • 8:30am-5:30pm or 9am-6pm (Mon to Fri), 8:30am-12:30pm or 9am-1pm(sat) • Full time/ Permanent • Location: Islandwide

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Job Positions	Job Description / Job Requirement	Working Hours / Location
	• Conduct inspection of services carried out by term and ad-hoc contractors and make recommendations for release of payments. • Any other jobs as and when assigned by the superior. **Job Requirement:** • Degree or Diploma in Building/Estate Management or related discipline • At least 3-5 years relevant experience • Knowledge with Building Maintenance and Strata Management Act will be an added advantage • Those with M&E experience would be advantage • Good leadership ability with excellent interpersonal and communication skills • Possess good customer service skills • Good decision-making skills and effective problem solver • An eye for details • Proficient in MS Office applications	
Strata Residential Officer / Executive	**Job Description:** • Ensure the smooth operations and effective management of properties managed by the Company. • Handle all administration works and correspondence relating to the management of the properties under the company's portfolio. Supervise the site staff. Help coordinate the works of the building supervisor, fire safety manager and the technicians assigned to respective properties. • Manage bookings, maintenance of all facilities (swimming pool, spa pool, sauna, gym, squash and tennis courts, playgrounds, putting green, BBQ pits, function room, games room, etc, at respective properties managed by the company). • Plans, organise activities and put up decoration during major festive seasons when required (eg: Lunar New Year, Hari Raya, Moon Cake Festival, National Day, Christmas, when required). • Conduct routine checks for all building structures, surrounding areas, mechanical & electrical equipment and carry out / make recommendations for preventive maintenance work when required, including inspection for encroachment and site clearance works when required. • Conduct regular meetings with Councils / Owners and submit minutes of meetings for record purposes, including the conduct of Annual General Meeting when required. • Periodically update the Councils /Owners on financial status and prepare budgets for both the Management and Sinking Funds. • Attending to daily operation and administrative work: a. Updating the subsidiary proprietors list and change of address; b. Filing of correspondence and follow-up on essential matters; c. Submission of returns when required by various government authorities; d. Preparation of reports for review by Councils / Owners;	• 5.5 days • 8:30am-5:30pm or 9am-6pm (Mon to Fri), 8:30am-12:30pm or 9am-1pm(sat) • Full time/ Permanent • Location: Islandwide

Job Positions	Job Description / Job Requirement	Working Hours / Location
	• Assist potential clients of new developments in preparation and printing of handbook, handover kits, prepare building defects list and fixing date of inspection, and appointments for works to be carried out. • Handling and keeping records of security pass / car park labels as approved. • Assist in the collection of rental / management and sinking funds / administration fee / renovation deposits / security pass where necessary and when required to liaise with Councils / Owners on issue of legal demand letters and follow-up actions. • Conduct inspection of services carried out by term and ad-hoc contractors and make recommendations for release of payments. • Any other jobs as and when assigned by the Manager. **Job Requirement:** • Degree or Diploma in Building/Estate Management or related discipline， at least 2-year relevant experience • with Building Maintenance and Strata Management Act will be an added advantage • Those with M&E experience would be advantage • Good leadership ability with excellent interpersonal and communication skills • Possess good customer service skills • Good decision-making skills and effective problem solver	

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13. SING & SAN CONSTRUCTION PTE LTD

Sing & San Construction Pte Ltd is a civil engineering company incorporated in 1984.
Registered Under BCA workhead: Grade L6 (unlimited) under CR07 (Cable / Pipe Laying & Road Reinstatement) workhead.

Job Positions	Job Description / Job Requirement	Working Hours / Location
Project Co-Ordinator	**Job Description:** • Receiving work order from client. • Submission to authorities and liaising with authorities for clearance/approval before work start. • Planning of project, arrangement of manpower and machineries to ensure smooth and timely performance of project. • Ensure work performed is in accordance with QEHS requirement. • Preparation of claim and ensure claim is submitted timely and certified by client timely. **Job Requirement:** • Relevant experience in civil engineering or construction projects preferred. • Strong problem-solving and project management skills. • Good communication and teamwork abilities. •	• 6 days • 8am - 5pm • Full time/ Permanent • Location: 758157
Project Engineer	**Job Description:** • Assist Project Manager on planning to ensure that materials, manpower, machineries, authorities approval and site conditions are ready before the work starts. • Supervise work for the contract and ensure that it is done in compliance with the contract specification including confirming and verifying that the work is done. • Manage the project to ensure that work is carried out in a manner that meets the quality, environmental, health and safety objectives and targets set out by the management. • Coordinating with authorities, clients and vendors. • Preparation of shop drawings and as-built drawings. **Job Requirement:** • Candidate must possess at least a Bachelor's Degree in Civil Engineering recognised by Professional Engineers Board (PEB). • Good communication and coordination skills. • Proficient in Microsoft Office and AutoCAD.	• 6 days • 8am - 5pm • Full time/ Permanent • Location: 758157

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14. Surbana Jurong Consultants

Surbana Jurong Group, a leading facilities management company providing integrated facilities management and building services across Singapore.

Job Positions	Job Description / Job Requirement	Working Hours / Location
Admin Executive (Site)	**Job Description:** • Provide administrative and operational support to the site team. • The successful candidate will be responsible for maintaining accurate records, coordinating site documentation, supporting manpower and contractor administration, and ensuring the smooth day-to-day running of site activities. **Job Requirement:** • Diploma in Business Administration, • Facilities Management, Building Management.	• 5.5 days • 8:30am - 6pm • Full time/ Permanent • Location: East
AV Executive	**Job Description:** • Manage and support the operation, maintenance and technical performance of audio-visual (AV) systems across assigned facilities. • The successful candidate will be responsible for ensuring AV systems are reliable and operational, providing technical support to users, coordinating maintenance activities and supporting events and meetings. **Job Requirement:** • Diploma in Audio-Visual Technology, Electronics, • Electrical Engineering, IT, Multimedia Technology or a related discipline.	• 5.5 days • 8:30am - 6pm • Full time/ Permanent • Location: East
Building Executive	**Job Description:** • Support the day-to-day operation and maintenance of building facilities. **Job Requirement:** • Diploma in Mechanical Engineering, • Electrical Engineering, Building Services, Facilities Management.	• 5.5 days • 8:30am - 6pm • Full time/ Permanent • Location: 999999
Building Manager	**Job Description:** • Oversee the day-to-day operations, maintenance and overall management of the assigned building or facilities. **Job Requirement:** • Facilities Management, Building Services, Mechanical Engineering, • Electrical Engineering or a related discipline.	• 5.5 days • 8:30am - 6pm • Full time/ Permanent • Location: 999999
Electrical Engineer	**Job Description:** • Responsible for the operation, maintenance and management of electrical systems within client facilities, • ensuring reliable, safe and efficient building operations. **Job Requirement:** • Degree in Electrical Engineering with min 3 years.	• 5.5 days • 8:30am - 6pm • Full time/ Permanent • Location: East
Facilities Maintenance Engineer	**Job Description:** • Oversee and support the operation, maintenance and	• 5.5 days • 8:30am - 6pm

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Job Positions	Job Description / Job Requirement	Working Hours / Location
	• performance of building facilities and M&E systems. The successful candidate will provide technical expertise to ensure that building systems operate safely, reliably and efficiently, while supporting maintenance activities, projects and continuous improvement initiatives. **Job Requirement:** • Degree or Diploma in Mechanical Engineering, Electrical Engineering, • Building Services Engineering, Facilities Management or a related discipline.	• Full time/ Permanent • Location: 999999
Facilties Operations Manager	**Job Description:** • Oversee the day-to-day operations, maintenance and overall management of the assigned building or facilities. **Job Requirement:** • Facilities Management, Building Services, Mechanical Engineering, • Electrical Engineering or a related discipline.	• 5.5 days • 8:30am - 6pm • Full time/ Permanent • Location: 999999
Fault Reporting Centre Manager	**Job Description:** • Oversee the effective delivery of facilities management services • and operational support across assigned sites. The successful candidate will be responsible for operational performance, client satisfaction, manpower management, contractor coordination, compliance and continuous improvement. **Job Requirement:** • Degree in Facilities Management, Building Services with Minimum 8 years of relevant experience in Facilities Management, Building Management or Integrated Facilities Management. • Engineering, Property Management or a related discipline.	• 5.5 days • 8:30am - 6pm • Full time/ Permanent • Location: West
M&E Engineer	**Job Description:** • Hands-on M&E Engineer to support the operation, maintenance and • management of building Mechanical & Electrical (M&E) systems. **Job Requirement:** • Degree in Mechanical Engineering, Electrical Engineering, • Building Services Engineering, Facilities Management.	• 5.5 days • 8:30am - 6pm • Full time/ Permanent • Location: East
Project Executive	**Job Description:** • Manage facilities management, building services, • M&E and upgrading projects from project planning through to completion. Responsible for ensuring projects are delivered safely, on time, within budget and in accordance with the required quality and client standards. **Job Requirement:** • Degree in Building Services, Engineering with 3 years of • relevant experience in project management, M&E, building services, construction or facilities management.	• 5.5 days • 8:30am - 6pm • Full time/ Permanent • Location: 999999
Project Manager	**Job Description:** • Lead and manage facilities management, building services,	• 5.5 days • 8:30am - 6pm

Job Positions	Job Description / Job Requirement	Working Hours / Location
	• M&E and upgrading projects from project planning through to completion. Responsible for ensuring projects are delivered safely, on time, within budget and in accordance with the required quality and client standards. **Job Requirement:** • Degree in Building Services, Engineering with 5 years of • relevant experience in project management, M&E, building services, construction or facilities management.	• Full time/ Permanent • Location: 999999
Quantity Surveyor	**Job Description:** • Responsible for cost estimation, tender preparation, procurement, contract administration • and monitoring of project costs to ensure works are delivered within budget and contractual requirements. **Job Requirement:** • Degree or Diploma in Quantity Surveying, Construction Management, Building, • Civil Engineering or a related discipline.	• 5.5 days • 8:30am - 6pm • Full time/ Permanent • Location: Northeast / East
Technical Executive	**Job Description:** • Support the day-to-day operation and maintenance of building facilities. **Job Requirement:** • Diploma in Mechanical Engineering, • Electrical Engineering, Building Services, Facilities Management.	• 5.5 days • 8:30am - 6pm • Full time/ Permanent • Location: 999999

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15. e2i services

e2i Services

- Career Coaching & Job Matching
- Skills Future Advice

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.com.sg/app

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

e2i Career Centre
(Devan Nair Institute for Employment and Employability)
80 Jurong East St 21,
Level 2, Singapore 609607
Operating Hours
Mondays: 2:30pm – 5:00pm
Tuesdays – Fridays: 9:00am – 5:00pm
Saturdays: 9:00am – 1:00pm

e2i Career Centre
(One Marina Boulevard)
1 Marina Boulevard, #B1-03,
Singapore 018989
Operating Hours
Mondays: 2:30pm – 5:00pm
Tuesdays – Fridays: 9:00am – 5:00pm
Saturdays: 9:00am – 1:00pm

e2i Career Centre
(Our Tampines Hub)
ServiceSG Centre Our Tampines Hub,
1 Tampines Walk, #01-21,
Singapore 528523
Operating Hours
Mondays: 2:30pm – 5:00pm
Tuesdays – Fridays: 9:00am – 5:00pm
Saturdays: 9:00am – 1:00pm

e2i Career Centre
(Woodlands Civic Centre)
ServiceSG Centre Woodlands,
900 South Woodlands Drive,
#03-01 Woodlands Civic Centre,
Singapore 730900

Or make an appointment at any of our 23 Jobs & Skills Centres located island wide:
https://www.e2i.com.sg/locations/#SGUJSC

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NTUC Job Security Council's Telegram Channels

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

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

Subscribe to Non-**PMET Job-Alert**
(e.g. Temporary, Part-time jobs, Operators, Packer roles)
https://bit.ly/jsc-ja-nonpmet

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