

e2i Built Environment -CBRE Pte Ltd Recruitment Fair

JOB LISTING BOOKLET

Date: 17 June 2026,
Time: 10am - 4pm



About e2i (Employment and Employability Institute)

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

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CBRE PTE LTD

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Assistant Facilities Manager	<p>Job Description:</p> <ul style="list-style-type: none"> • Provide formal supervision to employees. • Monitor the training and development of staff. Conduct performance evaluations and coaching. • Oversee the recruiting and hiring of new employees. • Schedule and manage the team's daily activities. • Establish work schedules, assign tasks, and cross-train staff. • Set and track staff and department deadlines. • Mentor and coach as needed. • Coordinate and manage facility repairs and maintenance by working with technicians, vendors, and contractors. • Maintain positive client relationships and conduct meetings on unresolved facility issues. • Prepare and manage capital projects, operating budgets, and variance reports. • Perform facility inspections quality assurance following local, state, and federal regulations. • Suggest operational efficiencies, repairs, and upgrade opportunities. • Manage environmental health and safety procedures for facilities. • Oversee vendor relationships and invoicing procedures. Review price quotes for the procurement of parts, services, and labor for projects. • Conduct process and procedure training on maintenance, repairs, and safety best practices. • Lead by example and model behaviors that are consistent with CBRE RISE values. Influence parties of shared interests to reach an agreement. • Apply knowledge of own discipline and how own discipline integrates with others to achieve team and departmental objectives. • Identify, troubleshoot, and resolve day-to-day and moderately complex issues which may or may not be evident in existing systems and processes. <p>Job Requirement:</p> <ul style="list-style-type: none"> • Diploma in Facilities / Building Management / M&E Engineering preferred with 3 years of relevant experience. In lieu of a Diploma, a combination of experience and education will be considered. • Tier 3 Certified Facilities Management Expert (CFME) accreditation by SIFMA will have an added advantage. • Strong computer literacy with proficiency in Microsoft Office (Excel, PowerPoint, Word). • Results-oriented with strong attention to detail and accuracy. • Demonstrate high professional integrity by maintaining an objective, neutral, and collaborative approach to all workplace interactions. • Possesses Fire Safety Manager and / or Environmental Control Coordinator(S) cert will have an added advantage. 	<ul style="list-style-type: none"> • 5.5 days • 9am to 6pm • Full time/ Permanent • Various Location

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
<p>CSO cum Mailroom Executive</p>	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Respond to user inquiries via phone, email, or in-person, offering timely assistance for any FM related issue at site. • Operate the FM helpdesk, managing service requests, fault reports, and work orders. • Maintain CMMS records, ensuring data accuracy and timely updates. • Generate periodic reports on service performance, asset status, and compliance. • Support onboarding, training schedules, and document control during transition. • Coordinate with vendors and internal teams for follow-ups and escalations. • Assist in procurement administration and invoice tracking. • Receive, screen, sort, and distribute incoming mail, parcels, and courier items accurately and promptly. • Process outgoing mail and courier items, ensuring correct labelling, documentation, and handover. • Maintain accurate records and tracking logs for incoming and outgoing mail, including delivery acknowledgements where required. • Coordinate with approved courier and service providers for daily operations and issue resolutions. • Operate and maintain mailroom equipment (e.g. scanners, franking machines) in accordance with instructions. • Assist with other facilities or administrative support duties as assigned. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Minimum GCE 'O' Levels • At least 2 years of working experience in a call Centre environment • Knowledge of Microsoft Office suite • Good communication and written skills. 	<ul style="list-style-type: none"> • 5.5 days • 9am to 6pm • Full time/ Permanent • Various Location
<p>Engineers</p>	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • overseas and inspects the work performed by outside contractors. Contracted work includes landscaping, HVAC, plumbers, and cleaning. • Inspects building systems including fire alarms, HVAC, and plumbing to ensure operation of equipment is within design capabilities and achieves environmental conditions prescribed by client. • Assist on audit requirements. • Review and recommend Standard Operation Procedure (SOP) and propose changes for review. • Liaise with government authorities on M&E initiatives for compliance. • Mentor and coach maintenance engineers and technicians. • Determine material, equipment, tools and spare parts to be used for maintenance jobs. • Perform risk assessment and evaluate content of maintenance plans in CMMS (computerized maintenance management system) including methods, maintenance frequencies, resources, spares and tools needed. 	<ul style="list-style-type: none"> • 5.5 days • 9am to 6pm • Full time/ Permanent • Various Location

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	<ul style="list-style-type: none"> • Improving the efficiency on the operational processes, innovating and implementing systems improvement on energy conservation. • Responsible for the planning and execution of corrective/preventive maintenance programmers. • Responsible for the planning, coordination and execution of annual shut down. <p>Job Requirement:</p> <ul style="list-style-type: none"> • Diploma in Mechanical Engineering or related studies. • Flexible to work on 5.5 work week • Ability to establish and maintain effective working relationships with co-workers, managers and clients. • Must have good communication and leadership skills. • Strong Mechanical and Electrical knowledge and skills • Around 5 years of experience in manufacturing and life science facilities. 	
<p>Facilities Coordinator</p>	<p>Job Description:</p> <ul style="list-style-type: none"> • Act as the frontline representative for the contract, ensuring all works and services are delivered professionally, efficiently, and in line with contractual requirements. • Support the Facilities Manager in site operations, including measurements, records, field data uploads, work planning, quotation preparation, coordination of subcontractors and specialists • Allocate, schedule, and review work orders, ensuring timely execution, accuracy of vendor submissions, and compliance with contractual and operational standards. • Monitor site conditions by conducting inspections, identifying repair or improvement needs, resolving minor issues, and supporting day-to-day operational continuity. • Analyze operational data and reports to track performance, resolve issues, and recommend process or service improvements to enhance efficiency and effectiveness. <p>Job Requirement:</p> <ul style="list-style-type: none"> • Diploma in Facilities / Building Management / M&E Engineering preferred with 3 years of relevant experience. • In lieu of a Diploma, a combination of experience and education will be considered. • Tier 4 Certified Facilities Management Expert (CFME) accreditation by SIFMA will have an added advantage. • Strong computer literacy with proficiency in Microsoft Office (Excel, PowerPoint, Word). • Results-oriented with strong attention to detail and accuracy. • Demonstrate high professional integrity by maintaining an objective, neutral, and collaborative approach to all workplace interactions. • Possesses Fire Safety Manager and / or Environmental Control Coordinator(S) cert will have an added advantage. 	<ul style="list-style-type: none"> • 5.5 days • 9am to 6pm • Full time/ Permanent • Various Location

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<p>Facilities Manager</p>	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Provide formal supervision to employees. • Monitor the training and development of staff. • Conduct performance evaluations and coaching. • Oversee the recruiting and hiring of new employees. • Schedule and manage the team's daily activities. • Establish work schedules, assign tasks, and cross-train staff. • Set and track staff and department deadlines. • Mentor and coach as needed. • Coordinate and manage facility repairs and maintenance by working with technicians, vendors, and contractors. • Maintain positive client relationships and conduct meetings on unresolved facility issues. • Prepare and manage capital projects, operating budgets, and variance reports. • Perform facility inspections quality assurance following local, state, and federal regulations. Suggest operational efficiencies, repairs, and upgrade opportunities. • Manage environmental health and safety procedures for facilities. • Oversee vendor relationships and invoicing procedures. Review price quotes for the procurement of parts, services, and labor for projects. • Conduct process and procedure training on maintenance, repairs, and safety best practices. • Lead by example and model behaviors that are consistent with CBRE RISE values. • Influence parties of shared interests to reach an agreement. • Apply knowledge of own discipline and how own discipline integrates with others to achieve team and departmental objectives. • Identify, troubleshoot, and resolve day-to-day and moderately complex issues which may or may not be evident in existing systems and processes. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Bachelor's Degree preferred with minimum 5 years of relevant experience. In lieu of a degree, a combination of experience and education will be considered. • Candidates with a CFME certification will have an added advantage. • Strong experience in M&E preferred. • Experience in the areas of staffing, selection, training, development, coaching, mentoring, measuring, appraising, and rewarding performance and retention preferred. • Ability to guide the exchange of sensitive, complicated, and difficult information, convey performance expectations and handle problems. • Leadership skills to motivate team impact on quality, efficiency, and effectiveness of the job discipline and department. • Extensive organizational skills with a strong inquisitive mindset. • Advanced math skills. • Ability to calculate difficult figures such as percentages, fractions, and other financial-related calculations. 	<ul style="list-style-type: none"> • 5.5 days • 9am to 6pm • Full time/ Permanent Various Location

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Finance & Administration Officer	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Respond to client inquiries and concerns and ensure timely and quality service delivery and follow-up to ensure satisfaction. • Understand the scope of the contract and make sure that all work is carried out accordingly. • Be a financial and operational systems champion. • Suggest efforts to put in place cost-saving opportunities to maximize customer and financial savings targets. • Coordinate and onboard vendors for reactive and planned works and manage sub-contractor paperwork. • Review processed invoices and ensure accurate cost center coding. • Coordinate the billing application, calculating margins, raising invoices, and submitting to clients. • Work closely with site teams and head office, ensuring accurate processing of quotations and purchase orders. • Review and approve maintenance billing invoices and projects as per contracted agreements. Ensure consistent delivery of core operational and financial outputs on the account. • Respond to inquiries on financial reports for Accounts Receivable, Payable, and open POs. • Deliver monthly reporting support on Contract and Business Unit Reviews. • Assist in ensuring compliance with Health & Safety requirements, including HSE reporting and promoting a safe work environment. Maintain QHSE documentation and ensure it is available using company systems. • 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. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Diploma with 3-4 years of job-related experience. • A comprehensive understanding of a range of processes, procedures, systems, and concepts within own job function is required. • Ability to evaluate and communicate unusual and/or complex content in a concise and logical way. • In-depth knowledge of Microsoft Office products. Examples include Word, Excel, Outlook, etc. • Organizational skills with an advanced inquisitive mindset. • Advanced math skills. Ability to calculate advanced figures such as percentages, discounts, and markups. 	<ul style="list-style-type: none"> • 5.5 days • 9am to 6pm • Full time/ Permanent • Various Location
Receptionist	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Receive and direct incoming calls to appropriate personnel and voicemail. • Greet clients, applicants, and visitors upon arrival. Issue visitor passes and parking validations and follow security protocols. • Schedule and prepare meeting and conference rooms. This includes room setup, placing catering orders, and securing 	<ul style="list-style-type: none"> • 5.5 days • 9am to 6pm • Full time/ Permanent • Various Location

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	<p>technological equipment. Request building and housekeeping services as needed.</p> <ul style="list-style-type: none"> • Perform general clerical duties including distributing office faxes and packages and ordering office supplies. • Track incoming and outgoing packages, mail, and freight. Arrange messenger service as needed. • Arrange hospitality services for guests such as transportation, tickets, reservations, etc. • Use existing procedures to solve straightforward problems while having a limited opportunity to exercise discretion. • Impact through clearly defined duties, methods, and tasks are described in detail. • Deliver own output by following defined procedures and processes under close supervision and guidance. <p>Job Requirement:</p> <ul style="list-style-type: none"> • NITEC with up to 2 years of job-related experience. • Ability to follow basic work routines and standards in the application of work. • Communication skills to exchange straightforward information. • Working knowledge of Microsoft Office products. Examples include Word, Excel, Outlook, etc. • Strong organizational skills with an inquisitive mindset. • Basic math skills. Ability to calculate simple figures such as percentages, discounts, and markups. 	
<p>Senior Facilities Manager</p>	<p>Job Description:</p> <ul style="list-style-type: none"> • Provide formal supervision to employees. • Track the training and development of staff. • Conduct performance evaluations and coaching. • Oversee the recruiting and hiring of new employees. • Coordinate and manage the team's daily activities. • Establish work schedules, assign tasks, and cross-train staff. • Set and track staff and department deadlines. • Mentor and coach as needed. • Coordinate and manage facility repairs and maintenance by working with technicians, vendors, and contractors. • Maintain positive client relationships and conduct meetings on unresolved facility issues. • Prepare and manage large and high-profile capital projects, operating budgets, and variance reports. • Perform facility inspections quality assurance following local, state, and federal regulations. • Suggest and implement operational efficiencies, repairs, and upgrade opportunities. • Create environmental health and safety procedures for facilities. • Develop vendor relationships and oversee invoicing procedures. • Review and approve purchase orders for the procurement of parts, services, and labor for projects. • Apply a broad knowledge of the business, own discipline, and how own discipline integrates with others to achieve team and departmental objectives. • Lead by example and model behaviors that are consistent with CBRE RISE values. Influence others to adopt a different point 	<ul style="list-style-type: none"> • 5.5 days • 9am to 6pm • Full time/ Permanent • Various Location

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	<p>of view while being guided by policies and departmental plans.</p> <ul style="list-style-type: none"> • Identify and solve technical and operational problems of complexity. • Understand and recognize the broader impact across the department. • Improve and change existing methods, processes, and standards within job discipline. <p>Job Requirement:</p> <ul style="list-style-type: none"> • Bachelor's Degree preferred with 5 - 8 years of relevant experience. In lieu of a degree, a combination of experience and education will be considered. Facility Management certification preferred. • Experience in the areas of staffing, selection, training, development, coaching, mentoring, measuring, appraising, and rewarding performance and retention is preferred. • Ability to lead the exchange of sensitive, complicated, and difficult information, convey performance expectations and handle problems. • Leadership skills to motivate the team to achieve broad operational targets with impacts on own job discipline, multiple job disciplines, and department. • In-depth knowledge of Microsoft Office products. Examples include Word, Excel, Outlook, etc. • Extensive organizational skills and an advanced inquisitive mindset. • Intermediate math skills. Ability to calculate complicated figures such as percentages, fractions, and other financial-related calculations. 	
Technicians	<p>Job Description:</p> <ul style="list-style-type: none"> • Perform ongoing preventive maintenance and repairs on mechanical, electrical, and other building systems. • Conduct routine maintenance inspections, diagnose potential problems, and make repairs. • Assist with the installation and modification of building equipment and systems. • Review assigned work orders and partner with available systems to track completion. • Support energy management by ensuring all building systems are operating efficiently. • Inspect existing installations for compliance with building codes and safety regulations. • Use existing procedures to solve straightforward problems. Exchange straightforward information in a clear, concise manner. • Impact team through defined duties, methods and tasks as described in detail. • Deliver own output by following defined procedures and processes under close supervision and guidance. <p>Job Requirement:</p> <ul style="list-style-type: none"> • Minimum NITEC in Engineering or its equivalent, with 1-2 years of job-related experience. In lieu of a NITEC, a combination of experience and education will be considered. • Ability to follow basic work routines and standards in the application of work. 	<ul style="list-style-type: none"> • 5.5 days • 9am to 6pm • Full time/ Permanent • Various Location

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	<ul style="list-style-type: none">• Communication skills to exchange straightforward information.• Working knowledge of Microsoft Office products. Examples include Word, Excel, Outlook, etc.• Strong organizational skills with an inquisitive mindset.	

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#2 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>

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)

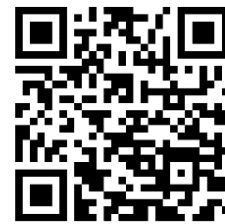
<https://bit.ly/jsc-ja-pmet>



Subscribe to **Non-PMET Job-Alert**

(e.g. Temporary, Part-time jobs, Operators, Packer roles)

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