



Employment and Employability Institute

JOB LISTING BOOKLET

Tanjong Pagar Career Marketplace

Thurs 16 Oct & Fri 17 Oct

AcePLP | Chambers International | Exceltec Property Management |
Recruit Express | RSM Stone Forest | TEKsystems | TÜV SÜD PSB

Thurs 16 Oct Only

Johnson Controls

Fri 17 Oct Only

Credit Agricole CIB



As part of our effort to save the environment, please return this booklet at the exit

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

Only for Singaporeans & Permanent Residents
































Legend:  – PMET Roles  – Early Careerist Roles































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#1 AcePLP

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	Key Responsibilities / Pre-requisites	Working Hours / Location
BIM Manager 	Key Responsibilities Oversee the implementation and management of BIM processes, standards, and technologies across projects, ensuring collaboration, efficiency, and accuracy in design, construction, and asset management. Pre-requisites <ul style="list-style-type: none"> Degree/Diploma in Construction or Engineering related background. Prior experience in BIM modelling. 	<ul style="list-style-type: none"> Working Hours: Mon-Fri - 8:30am to 5:30pm Sat - 8:30am to 12:30pm Postal code: 579700
Resource Manager (Sales) 	Key Responsibilities Oversee the allocation, scheduling, and optimization of personnel and materials across projects, ensuring resources are utilized effectively Pre-requisites <ul style="list-style-type: none"> Degree/Diploma in Business or Sales related background. 	<ul style="list-style-type: none"> Working Hours: Mon-Fri - 8:30am to 6:30pm Postal code: 579700
Senior BIM/CAD Engineer (Coordinator) 	Key Responsibilities <ul style="list-style-type: none"> To provide digital delivery services, BIM coordination Pre-requisites <ul style="list-style-type: none"> Degree/Diploma in Construction or Engineering related background. Prior experience in BIM modelling. 	<ul style="list-style-type: none"> Working Hours: Mon-Fri - 8:30am to 5:30pm Sat 8:30am to 12:30pm Postal code: 579700
Senior BIM/CAD Engineer (Modeller) 	Key Responsibilities <ul style="list-style-type: none"> To provide digital delivery services, BIM coordination Pre-requisites <ul style="list-style-type: none"> Degree/Diploma in Construction or Engineering related background. Prior experience in BIM modelling. 	<ul style="list-style-type: none"> Working Hours: Mon-Fri - 8:30am to 5:30pm Sat 8:30am to 12:30pm Postal code: 579700
Technical Specialist 	Key Responsibilities To conduct digital delivery implementation services, guide junior BIM Modelers, conduct training Pre-requisites <ul style="list-style-type: none"> Degree/Diploma in Construction or Engineering related background. Prior experience in BIM modelling and/or coordination. 	<ul style="list-style-type: none"> Working Hours: Mon-Fri - 8:30am to 5:30pm Sat - 8:30am to 12:30pm Postal code: 579700


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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Experience in computational BIM or 4D/5D BIM is highly advantageous. 	
Trainer 	<p>Key Responsibilities Deliver training programs on BIM tools, workflows, and standards, guiding engineers and project teams to effectively apply BIM processes for improved design, coordination, and project delivery.</p> <p>Pre-requisites</p> <ul style="list-style-type: none"> Degree/Diploma in Construction or Engineering related background. Prior experience in BIM modelling. 	<ul style="list-style-type: none"> Working Hours: Mon-Fri - 8:30am to 5:30pm Sat - 8:30am to 12:30pm Postal code: 579700

#2 Chambers International

Chambers International is a Singapore-based company established in 1980 that provides a comprehensive range of professional real estate services, including integrated facilities management, property and strata title management, property valuation, and real estate marketing and leasing. We serves a variety of clients, including government agencies, multinational corporations, and private building owners, and is known for managing over 180 projects throughout Singapore.


Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Facilities Executive 	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Manage the maintenance and repair of all building systems, including HVAC, electrical, plumbing, and other infrastructure <p>Pre-requisites</p> <ul style="list-style-type: none"> Minimum 5 years of experience in facilities management, preferably in the real estate or property management industry 	<ul style="list-style-type: none"> Working Hours: 44 hours per week
Manager (Condo/Complex) 	<p>Key Responsibilities</p> <p><u>Understanding of Financial</u></p> <ul style="list-style-type: none"> Prepare and manage the property's annual budget, including expense forecasting and expenditure monitoring. Support cost-effective decision-making to maintain financial health and operational efficiency. <p><u>Policy & Procedures</u></p> <ul style="list-style-type: none"> Ensure compliance with relevant laws, building regulations, and industry best practices. Enforce office discipline and ensure building statutory requirements are complied. 	<ul style="list-style-type: none"> Working Hours: 44 hours per week

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>Stakeholder Engagement</p> <ul style="list-style-type: none"> • Liaise with residents, owners, and other stakeholders to address feedback, queries, and concerns in a professional and timely manner. • Develop strategies to enhance resident satisfaction and community living standards. <p>Tech-Savvy</p> <ul style="list-style-type: none"> • Proficient in property management systems and familiar with digital tools used. • Extraordinary/Annual General Meeting Coordination & Council Meeting • Organize and conduct Extraordinary/Annual General Meetings and Council Meetings, including the preparation of agendas, meeting minutes, annual reports, and related documentation. • Follow up on action items and ensure timely implementation of council decisions. <p>Property & Operations Management</p> <ul style="list-style-type: none"> • Ensure the smooth and efficient running of the residential property, including overseeing maintenance, security, facility operations, etc. • Coordinate and supervise improvement projects and refurbishment works. • Oversee the work of on-site staff such as cleaners, security guards, and maintenance personnel to ensure quality service delivery. <p>Pre-requisites</p> <ul style="list-style-type: none"> • People-Oriented Problem Solver – Strong interpersonal and communication skills with a solution-oriented mindset; resourceful, independent, and professional in handling challenges and resolving issues effectively. • Educational Qualification - Diploma or Degree in Property/Facilities Management or related field. • Experience - 3 to 8 years of relevant experience. • Regulatory Understanding - Sound knowledge of the Management Corporation Strata Title (MCST) framework and the Building Maintenance & Strata Management Act (BMSMA). 	
Property Executive 	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Assist in the day-to-day planning, organizing, implementation and reviewing policies for both routine and cyclical maintenance, and use of common properties, etc. • Assist in reviewing and prepare specifications and contract documents. • Provide feedback and suggest alterations to revamp work methods and contract specifications in order to enhance the operation. 	<ul style="list-style-type: none"> • Working Hours: 44 hours per week




Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Carry out feasibility study and implement approved project to enhance the Estate. Evaluation requests from residents, council members and sub-committees. Maintain close liaison with council members and residents for feedback from work in progress, estate cleanliness and other maintenance mag. Ensure that cleaning, security, landscaping and pest control contractors and all-term contractors carry out their contractual duties during the month. Monitor major works in progress and monitor trend of expenditures and maintain budgetary control. Assist in preparation of monthly Councils Meetings and Annual General Meeting. Enforce office discipline and ensure building statutory requirements are complied Handle any ad-hoc task assigned by the supervisor. <p>Pre-requisites</p> <ul style="list-style-type: none"> Degree/Diploma in Building, Facilities Management or equivalent. Minimum of 2 years' experience in a similar role. Knowledge of BMSMA Act will be an added advantage. Excellent communication skills, both written and spoken. Proficiency in computer skills such as MS Office. Ability to effectively communicate and liaise with landlords, tenants, and stakeholders at all levels. Possess a positive attitude, excellent interpersonal skills, and a customer-centric approach. 	

#3 Credit Agricole CIB

Credit Agricole CIB is the corporate and investment banking arm of Credit Agricole Group, the 10th largest banking group worldwide by total assets in 2024 (The Banker, July 2025). With over 10,000 employees across Europe, the Americas, Asia-Pacific, the Middle East and Africa, the Bank supports large and mid-cap corporate and institutional clients, helping them meet both local and global financial needs. Credit Agricole CIB offers a comprehensive range of products and services in capital markets, investment banking, structured finance, commercial banking and international trade. The Bank is a pioneer in climate finance, and a market leader in sustainable finance providing a full spectrum of solutions to all its clients.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
DevOps Engineer 	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Develop and optimize complex continuous integration and continuous deployment pipelines to ensure rapid and reliable software delivery 	<ul style="list-style-type: none"> Working Hours: 8:45 am - 6:30 pm


Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Architect and design scalable, secure and robust infrastructure solutions to accommodate Cash Management digital platform needs. Integrate security practices into the software development life cycle Implement and optimize monitoring tools to proactively detect and resolve performance issues, ensuring high availability and consistent system performance. Lead incident response strategies, including troubleshooting, root cause analysis and implementing preventive measures to avoid future occurrences Communicate effectively with stakeholders across teams within department and different departments to align DevOps strategies with business goals and ensure smooth project execution Continuous research and implement new technologies and methodologies to drive improvements in infrastructure deployment, scalability and the software development process Apply Agile and Scrum methodologies to drive project success. <p>Pre-requisites</p> <ul style="list-style-type: none"> Minimum of 5 years of hands-on experience in DevOps, software development or system operations. Proficient in scripting languages such as Python, Bash or Perl. Extensive experience with CI/CD tools like Jenkins, GitLab CI or Circle CI Strong background in Linux/Unix Administration Expertise in using containerization & orchestration tools such as Docker, Kubernetes or OpenShift. Experience with infrastructure as code tools such as Terraform, Ansible or Puppet. Strong understanding of cloud services (AWS, Azure) and managing hybrid cloud environments Deep understanding of distributed platform & micro services architecture Familiarity with network architecture and security protocols (SSL/TSL, Firewall, VPNs). Basic understanding of Bigdata Ecosystem components HDFS, Kafka, Spark Streaming, Yarn, Hive, Zookeeper, Flink, Ranger & Elastic search Excellent problem-solving skills, with a record of handling complex system integration issues Basic understanding of cash management and investment banking 	

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Junior Data Engineer  	Key Responsibilities <ul style="list-style-type: none"> Design and develop data ingestion, transformation, and delivery pipelines using Python and modern ETL tools. Build backend services, APIs or UIs (if ReactJS experience is present) to support ML applications Maintain and optimize batch and real-time data pipelines for performance and scalability Support the packaging and deployment of machine learning models into production environments. Write clean, modular, testable code and participate in code reviews. Collaborate with data scientists, engineers and DevOps teams to scalable and reliable data pipeline. Support data exploration, feature engineering, and occasional model building where needed. Automate data validation, quality checks, and pipeline monitoring. Work with cloud platforms and container technologies (Docker, Kubernetes) Follow best practices for versioning, logging, and CI/CD. Pre-requisites <ul style="list-style-type: none"> Experienced in software development, ML engineering, or data pipeline engineering. Strong programming skills in Python (pandas, scikit-learn, FastAPI or Flask) Familiarity with SQL and working with relational databases or cloud data warehouses (e.g., BigQuery, Snowflake, Redshift). 	<ul style="list-style-type: none"> Working Hours: 8:45 am - 6:30 pm
Senior Software Developer (Java/BigData) 	Key Responsibilities <ul style="list-style-type: none"> Lead technical study into a proposed solution, while involving expertise from infrastructure big data expert, business analyst requirement Document propose design and develop the solution Implicitly ensure all CI-CD artefacts are part of the solution Perform code review while fostering knowledge and coaching best practices to team members Interact and provide reporting to project managers Monitor technical risk and escalate appropriately to management Research, design and develop software Analyse user needs and develop software solutions Update software, enhances existing software capabilities, and develops and direct software testing and validation procedures. Work with other engineers to integrate hardware and/or software systems Pre-requisites <ul style="list-style-type: none"> At least 5 years in Java/J2EE development Hands on Data ingest and data processing technology like Spark streaming and Spark 	<ul style="list-style-type: none"> Working Hours: 8:45 am - 6:30 pm


Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Hands-on Messaging systems like Kafka, Flume or ActiveMQ, MQSeries or RabbitMQ Hands on knowledge on Hadoop (preferably Hortonworks distribution) - HDFS, HBase, Hive, ORC/Parquet. Build tool - Maven/sbt/ant, UML, Restful web services, Jenkins/Team City, Source management – SVN/GIT, TDD using Junit, Jira/QC. 	

#4 Exceltec Property Management



Exceltec Property Management, incorporated in 1997, is an established property and facilities management company providing one-stop property solutions in Singapore. These solutions cater to commercial, retail and industrial sectors and include core services such as property and asset management and integrated facilities management. Over the years, our company has shot up its ranking in the SME 1000. The ranking helps in credibility building, raising visibility, benchmarking, and employee motivation. Today, Exceltec is a dynamic firm that prides itself on its customer-centric and innovative approach to problems. The Company's strong ability to constantly innovate and adapt to tackle any curve ball that comes its way has enabled it to thrive.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Accounts Officer / Executive 	<p>Key Responsibilities Responsible for the full set of accounts of multiple clients and other matters relating to the respective set of accounts. Ensure accounts are closed on time and according to the agreed date for submission to clients for the monthly meeting Ensure accounting records and treatment comply with SOP and Accounting Standards General billing to be sent to sub-proprietors and relevant parties within the stipulated timeline Timely update of receipts to send monthly statements and reminders to sub-proprietors within deadlines</p> <p>Pre-requisites</p> <ul style="list-style-type: none"> Candidate must possess at least a Diploma, Advance/Higher/Graduate Diploma in Accountancy or equivalent. At least 3-5 years of working experience in the related field is required for this position. Able to multi-task and work under pressure with sometimes tight reporting timelines. Proficient in MS Office, especially Excel and other related IT programs. Willingness to learn with a pleasant disposition. A team player who is meticulous, self-motivated, and independent with a strong sense of responsibility. 	<ul style="list-style-type: none"> Working Hours: 8:30am - 6pm Postal code: 609601


Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Administrative Assistant / Officer	<p>Key Responsibilities</p> <p>The MCST Admin Officer is responsible for providing comprehensive administrative support to the MCST Property Management team. This role ensures the smooth and efficient operation of administrative functions within the management office, supporting the team in delivering exceptional service to residents and stakeholders. The MCST Admin Officer plays a key role in maintaining accurate records, facilitating communication, and coordinating various activities that contribute to the effective management of strata-titled properties.</p> <ul style="list-style-type: none"> • Administrative Support: Provide comprehensive administrative support to the MCST Property Management team. Manage office supplies and ensure the office is well-organized. • Record Keeping: Maintain accurate and up-to-date records of all property activities, including maintenance logs, financial documents, and resident communications. Organise and archive documents for easy retrieval. • Communication: Serve as the primary point of contact for resident inquiries and requests, ensuring timely and professional responses. Facilitate communication between the property management team, residents, and external vendors. • Meeting Coordination: Assist in organising and preparing for the Annual General Meeting (AGM) and monthly council meetings. Prepare agendas, distribute meeting materials, and take minutes during meetings. • Financial Administration: Assist with preparing and processing invoices, payments, and financial reports. Monitor and track expenditures against the budget. • Vendor Management: Coordinate with service providers and contractors for maintenance and repair work. Maintain a database of approved vendors and service providers. • Compliance: Ensure all property activities comply with relevant laws, regulations, and company policies. Assist in the preparation for audits and inspections. • Resident Relations: Help organise community events and initiatives to promote resident engagement and satisfaction. Address and professionally resolve resident concerns and complaints. • Data Management: Enter and update data in property management software systems. Generate reports and provide data analysis as required. • General Office Duties: Perform general office duties such as filing, photocopying, and managing correspondence. Ensure the office environment is clean, safe, and conducive to work. • Ad hoc duties may be required on an as-needed basis. 	<ul style="list-style-type: none"> • Working Hours: 9am - 6pm, 9am - 1pm • Postal code: 609601


Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	Pre-requisites <ul style="list-style-type: none"> Education: “N” & “O” Levels/NITEC/Higher NITEC/WSQ Diploma in real estate management, business administration, or a related field. Certification: Relevant certifications from institutions like SISV, BCA, or equivalent will have an added advantage. Experience: Minimum one (1) year experience in property management, particularly in strata-living contexts. Legal Knowledge: Familiarity with regulations governing MCSTs, e.g. BMSMA. Computer Literacy: Basic competency in Microsoft Office Suite. Familiarity with property management software is a plus. 	
Assistant / Facilities Manager 	Key Responsibilities <ul style="list-style-type: none"> Ensure that a building or facility is properly maintained, operated, and managed Oversee maintenance and repair work Manage operating budgets and resources Ensure compliance with safety and environmental regulations Manage staff and contractors Coordinate with other departments and stakeholders, and plan and implement facility improvements Possess strong organizational and leadership skills Solid understanding of building systems and maintenance procedures and the ability to manage multiple projects and priorities simultaneously Experience in a variety of settings, including office buildings, hospitals, schools, and government buildings, are preferred Pre-requisites <ul style="list-style-type: none"> Relevant bachelor's degree holder in Engineering, Facilities Management, or equivalent. Minimum 3 years of post-degree experience in related Facility Management or equivalent 	<ul style="list-style-type: none"> Working Hours: 9am - 6pm, 9am - 1pm Postal code: 609601
Building Technical Officer	Key Responsibilities <ul style="list-style-type: none"> Review and/or undertake preventive and corrective maintenance to ensure adherence to quality standards and procedures Lead technical investigation in response to fault calls Review documentation on procedures and schedules of maintenance works Track consumable and non-consumable items Review risk assessments in accordance with regulatory and organisational Workplace Safety and Health (WSH) policies and Quality and Environmental Management System (EMS) standards and their practices Engage in continuous improvement initiatives to improve time, cost, and quality management 	<ul style="list-style-type: none"> Working Hours: 9am - 6pm, 9am - 1pm Postal code: 609601


Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Support the use of the latest smart facilities management trends or technologies. <p>Pre-requisites</p> <ul style="list-style-type: none"> Diploma; Higher NITEC or NITEC in Mechanical Engineering, Electrical Engineering, Facilities Management, or equivalent. Minimum 3 years' experience in related ACMV, Audio Visual, BMS, Building, Electrical, Mechanical, or equivalent work. General competency in the use of computer. Capable in English writing and reporting. 	
Cleaning Crew	<p>Key Responsibilities</p> <ul style="list-style-type: none"> General cleaning duties. Vacuuming, sweeping, and mopping floors of various types. Dusting ceilings, light fittings, countertops, and loose furniture. Scrubbing and sanitizing toilets, sinks and fixtures. Emptying waste bins. Washing and drying windows <p>Pre-requisites</p> <ul style="list-style-type: none"> No formal qualification required Working days - Between 5 to 6 days 	<ul style="list-style-type: none"> Working Hours: 9am - 6pm, 9am - 1pm Postal code: 609601
Cleaning Supervisor	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Check equipment condition. Monitor the Service team. Coordinate and liaise with clients at work site. Facilitate effective communication and engagement at the workplace. Handle complaints and feedback from clients. Handle reassignment of tasks when needed. Identify training needs for all soft-skill staff. Inspect work done daily. Monitor and follow up on compliance with cleaning procedures, workplace safety and tender specifications. Monitor cleaning material stock level and re-order materials, if required. Provide help and guidance with immediate reports. Submit report, if required. Any other ad hoc duties as and when required. <p>Pre-requisites</p> <ul style="list-style-type: none"> 2 years' experience in relevant industry will have an added advantage. Good communication skills, both written and spoken. Team player and able to work independently with minimal supervision. 	<ul style="list-style-type: none"> Working Hours: 9am - 6pm, 9am - 1pm Postal code: 609601


Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Condominium / Building / Complex Manager (MCST) 	<p>Key Responsibilities</p> <ol style="list-style-type: none"> 1. Maintenance and Repairs: Manage the upkeep of the building, including common areas, facilities, and landscaping, ensuring that all areas are safe and well-maintained. 2. Budget Management: Prepare and manage the annual budget for building operations, including maintenance and repairs, and ensure financial efficiency. 3. Stakeholder Relations: Serve as the main point of contact for stakeholders, addressing their concerns and coordinating with the MCST council on issues affecting the community. 4. Contract Management: Negotiate and oversee contracts with vendors for services such as security, cleaning, and landscaping. 5. Compliance: Ensure the building operations comply with local laws and regulations, including safety standards and building codes. 6. Emergency Management: Develop and implement emergency procedures and promptly manage and respond to emergencies. 7. Meeting Coordination: Organize and facilitate the Annual General Meeting (AGM) and monthly council meetings. Prepare agendas, reports, and minutes for meetings, ensuring timely distribution and follow-up on action items. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Education: Diploma/Degree in real estate management, business administration, or a related field. • Certification: Relevant certifications from institutions like SISV, BCA, or equivalent. • Experience: Experience in property management, particularly in strata-living contexts. Minimum five (5) years of experience. • Legal Knowledge: Familiarity with regulations governing MCSTs, e.g. BMSMA. • Computer Literacy: Competence in property management software and office applications. 	<ul style="list-style-type: none"> • Working Hours: 9am - 6pm, 9am - 1pm • Postal code: 609601
Facilities Manager (IFM) 	<p>Key Responsibilities</p> <p>(Note: The duties outlined below are not exhaustive and may be subject to change as required.)</p> <ul style="list-style-type: none"> • Coordinate with the Client's representative (SO) on the rectification of • defects, tracking of outstanding works by the Main Contractor, maintenance programs, and sub-contractor schedules using appropriate software and tools. • Ensure all outstanding works are completed satisfactorily. 	<ul style="list-style-type: none"> • Working Hours: 9am - 6pm, 9am - 1pm • Postal code: 609601


Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Manage emergency repairs, ad-hoc breakdowns, troubleshooting activities, and provide technical support where necessary. • Act as a point of coordination between the Main Contractor, sub-contractors, and the Client. Consolidate and submit technical reports and findings to the Client and SO as required. • Oversee Permit-to-Work (PTW) processes and related compliance matters. • Manage workplace health and safety requirements, including ensuring risk assessments are submitted and adhered to by all sub-contractors. • Conduct inspections and spot checks to maintain compliance. • Oversee works management processes, including preparation of monthly progress reports, certification of completed works, and administration of variation orders. • Conduct regular statutory and compliance inspections (e.g., fire safety, structural inspections) and submit corresponding management reports to the Client. • Manage customer service matters, ensuring timely and professional resolution of feedback or complaints from tenants, users, or members of the public. • Support general office management activities, including maintenance of supplies, coordination of bill payments, and other administrative support as required by the Client. • Carry out any other tasks necessary for the smooth operations of the property or as directed by the Client SO. • Prepare and submit periodic reports on the status of operations in a format acceptable to the Client SO. • Represent the Client in managing tenant-related matters professionally and efficiently. • Ensure the smooth day-to-day operation of all facilities management services. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Min Nitec in Electrical/Mechanical Engineering with 1 years' experience. 	
Facilities Officer	<p>Key Responsibilities</p> <p>The duties of the Facility Officer shall include but not limited to the following:</p> <ol style="list-style-type: none"> 1. Working in a team to manage daily work. 2. Involve in inspection of horticultural works, upgrading building projects and building maintenance issues. 3. Liaising with contractors and attending to improvement works and feedback from the customers. 4. In addition, you are required to participate in various meetings with the customers and assist the Account Managers in management reporting as required by the customers. 	<ul style="list-style-type: none"> • Working Hours: 9am - 6pm, 9am - 1pm • Postal code: 609601

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>5. Perform routine daily inspections around the building and surrounding areas to check for building defects, safety issues and non-compliance of building regulations.</p> <p>6. Plan and schedule preventive maintenance and identify improvement works.</p> <p>7. Supervise the contractor's work.</p> <p>8. Update maintenance records and stock inventory in the system.</p> <p>9. Attend to tenants' requests, feedback and complaints.</p> <p>10. Monitor tenancy fit out and building improvement works.</p> <p>11. Response/Operate the fire alarm system.</p> <p>12. Oversee the operations for cleaning services, security system, landscaping, pest control and carpark operations.</p> <p>13. Any other duties as assigned</p> <p>Pre-requisites</p> <ul style="list-style-type: none"> Min Nitec in Electrical/Mechanical Engineering with 1 years' experience. 	
Property Executive (IFM) 	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Supervise and ensure that all types of routines and ad-hoc repair works undertaken by the term contractors are carried out according to the Contract. Oversees preventive and corrective maintenance works in regard to cleaning, pest control, security, fire protection system, security system, plumbing & sanitary system, building works, etc. Liaise and coordinate with Contractors to ensure that timely maintenance works are done. Compile all term contract service reports. Attend to all complaints / feedback, incidents and crisis situations and submit incident report. Offer firsthand solutions to Facilities Manager on breakdown / complaints. Inspect site areas and report all defects and non-compliances to the Management. Update the Client on any disruptions, feedback, fitting-out and maintenance work conducted on site. Prepare cost estimates for ad-hoc maintenance, reinstatement and improvement works and work completion form/job sheet once work is completed for billing purposes. Ensure all statutory licenses and permits are renewed timely (e.g. fire cert, annual water tank cleaning, periodic structural inspection, periodic façade inspection, etc.) Prepare the monthly presentation slides and management report. To undertake other work assignments which the Management may assign. <p>Pre-requisites</p> <ul style="list-style-type: none"> Minimum Diploma in Building, Facilities or Engineering. Minimum 3 years of related working experience. Knowledge of facilities operations & maintenance. 	<ul style="list-style-type: none"> Working Hours: 9am - 6pm, 9am - 1pm Postal code: 609601

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Team Player and willing to learn. Effective communications with stakeholders 	
Property Executive (MCST) 	<p>Key Responsibilities The Building/Property Executive oversees and enhances the management of residential or commercial properties governed by a strata title. These responsibilities are crucial for the efficient management and operation of the properties under the MCST, contributing to a positive living or working environments for all residents and owners.</p> <p><u>Strategic Management:</u></p> <ul style="list-style-type: none"> Overseeing, developing, and implementing property management strategies to enhance asset value. <p><u>Operational Leadership:</u></p> <ul style="list-style-type: none"> Leading the property management team, including Property Officers and other staff, in day-to-day operations. <p><u>Stakeholder Relations:</u></p> <ul style="list-style-type: none"> Building and maintaining relationships with key stakeholders, including property owners, tenants, and service providers. <p><u>Financial Oversight:</u></p> <ul style="list-style-type: none"> Managing budgets, financial planning, and reporting for the property. <p><u>Contract Administration:</u></p> <ul style="list-style-type: none"> Overseeing the negotiation and management of contracts with external vendors. Compliance and Risk Management: Ensuring all property operations comply with local regulations and standards and managing risks associated with property management. Ad-hoc duties may be required on an as-needed basis. <p>Pre-requisites</p> <ul style="list-style-type: none"> Education: Diploma/WSQ Diploma in real estate management, business administration, or a related field. Certification: Relevant certifications from institutions like SISV, BCA, or equivalent. Experience: Experience in property management, particularly in strata-living contexts. Legal Knowledge: Familiarity with regulations governing MCSTs, e.g. BMSMA. Computer Literacy: Competence in property management software and office applications. 	<ul style="list-style-type: none"> Working Hours: 9am - 6pm, 9am - 1pm Postal code: 609601
Property Officer (MCST)	<p>Key Responsibilities The Property Officer's focus is on ensuring the smooth operation of the property, improving resident satisfaction, and maintaining property value. These responsibilities are crucial for the efficient management and operation of the properties under the MCST, contributing to a positive living or working environments for all residents and owners.</p>	<ul style="list-style-type: none"> Working Hours: 9am - 6pm, 9am - 1pm Postal code: 609601

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p><u>Maintenance and Upkeep:</u></p> <ul style="list-style-type: none"> Ensuring regular maintenance and repair of communal facilities. <p><u>Financial Management:</u></p> <ul style="list-style-type: none"> Assisting in budget preparation, managing expenditures, and overseeing service charge collections. <p><u>Regulatory Compliance:</u></p> <ul style="list-style-type: none"> Ensuring the property complies with local building codes, safety regulations, and environmental laws. <p><u>Communication and Coordination:</u></p> <ul style="list-style-type: none"> Acting as a liaison between the Management Corporation, residents, and other stakeholders. <p><u>Contract Management:</u></p> <ul style="list-style-type: none"> Negotiating and managing contracts with various service providers. <p><u>Record Keeping:</u></p> <ul style="list-style-type: none"> Maintaining accurate records of all management activities, including financial transactions and maintenance logs. <p><u>Emergency Response:</u></p> <ul style="list-style-type: none"> Coordinating with emergency services and implementing procedures during emergencies. Ad-hoc duties may be required on an as-needed basis. <p>Pre-requisites</p> <ul style="list-style-type: none"> Education: Diploma/WSQ Diploma in real estate management, business administration, or a related field. Certification: Relevant certifications from institutions like SISV, BCA, or equivalent. Experience: Experience in property management, particularly in strata-living contexts. Legal Knowledge: Familiarity with regulations governing MCSTs, e.g. BMSMA. Computer Literacy: Competence in property management software and office applications. 	
Quantity Surveyor 	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Responsible for quantity take-off and cost estimation. Preparation of tender submission with specific deadline. Source, negotiate and award of contracts to vendors. Responsible for material order processing and cost control. Evaluate and process vendors claims. Prepare progress claims for submission in timely manner. Finalise project accounts with clients and vendors. Any other duties as assigned by Contracts Director / Manager. Experience in pre & post contract-administration. Prepare cost submission / pricing / quantity take off / cost evaluation. Be meticulous, analytical with excellent problem-solving skills, proactive, a good team player and able to meet tight deadlines. 	<ul style="list-style-type: none"> Working Hours: 9am - 6pm, 9am - 1pm Postal code: 609601

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Able to carry out procurement and cost management processes. • Source for subcontractors and suppliers. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Degree / Diploma in Building / Quantity Surveying. • At least 3 years of working experience in building/ quantity surveying experience. • Pro-active attitude 	
Senior Facilities Manager (IFM) 	<p>Key Responsibilities</p> <p>We are looking for a highly experienced and proactive Senior Facilities Manager to lead and oversee all aspects of facilities management operations. This role involves managing a team, coordinating with client representatives and contractors, ensuring regulatory compliance, and driving service excellence across assigned properties</p> <p>The ideal candidate will bring strong leadership, technical knowledge, and stakeholder management skills to ensure smooth daily operations and long-term asset performance.</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Lead and manage all facilities management functions, including maintenance, inspections, safety, and tenant services. • Liaise with client representatives on outstanding works, defect rectification, and maintenance schedules using appropriate software/tools. • Supervise emergency repairs, breakdowns, and provide technical guidance to teams and subcontractors. • Oversee Permit-to-Work (PTW) processes and ensure compliance with statutory and workplace safety regulations. • Conduct regular statutory and compliance inspections (e.g., fire safety, structural) and ensure timely submission of reports. • Manage workplace health and safety, including review of risk assessments and conducting spot checks. • Oversee operational reporting, including monthly progress reports, certification of completed works, and variation orders. • Handle complex customer service and tenant-related issues professionally and efficiently. • Support contract administration and operational budgeting as required. • Guide junior staff and contractors to maintain high service delivery standards. • Represent the client in key discussions and manage high-level operational decisions. 	<ul style="list-style-type: none"> • Working Hours: 9am - 6pm, 9am - 1pm • Postal code: 609601

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	Pre-requisites <ul style="list-style-type: none"> Minimum 5 years of experience in a senior facilities management role, with proven experience managing large-scale properties. Valid Fire Safety Manager (FSM) certification with at least 3 years of FSM experience (if required). Experience in the successful handover of at least two new developments in the last 5 years. At least 3 years of experience providing integrated facilities management services to Government Procurement Entities (GPEs) is preferred. Strong leadership, communication, and stakeholder management skills. Proficient in FM software and reporting tools. 	
Supervisor / Senior Supervisor (M&E)	Key Responsibilities <ul style="list-style-type: none"> Perform preventive and corrective maintenance works according to quality standards and procedures Conduct technical investigations in response to fault calls Provide summary reports on preventive and corrective maintenance works Comply with regulatory and organisational Workplace Safety and Health (WSH) policies and practices Report accidents, near misses and incidents in accordance with WSH reporting practices Ensure compliance with Quality and Environmental Management System (QEMS) standards and practices, Environmental Sustainability regulations and organisational requirements Engage in continuous improvement initiatives to improve time, cost and quality management Support the use of the latest smart facilities management trends or technologies Pre-requisites <ul style="list-style-type: none"> Higher NITEC or NITEC in Mechanical Engineering, Facilities Management, or equivalent. Minimum 3 years of related experience. General competency in the use of computer. Capable of English writing and reporting. 	<ul style="list-style-type: none"> Working Hours: 9am - 6pm, 9am - 1pm Postal code: 609601
Team Manager (MCST) 	Key Responsibilities <p>The Property/Team Manager (HQ) Senior Manager Associate Director is pivotal in ensuring the strata-titled property's smooth operation and financial health. This role demands proactive leadership in managing daily operations, strategic planning, and delivering business results that enhance property value and owner satisfaction.</p> <p><u>Leadership and Team Management:</u></p> <ul style="list-style-type: none"> Lead and develop a high-performing property management team, setting clear objectives that align with business goals. 	<ul style="list-style-type: none"> Working Hours: 9am - 6pm, 9am - 1pm Postal code: 609601


Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>Foster a collaborative environment that encourages innovation and efficiency.</p> <p><u>Operations Management:</u></p> <ul style="list-style-type: none"> • Ensure operational excellence across all aspects of property management, including maintenance, security, and vendor contracts. • Drive initiatives that enhance property functionality and resident satisfaction. <p><u>Financial Management and Business Results:</u></p> <ul style="list-style-type: none"> • Develop and rigorously manage the property's budget, optimising costs, and maximising financial performance. Deliver financial targets, report on financial outcomes, and adjust strategies to meet financial goals. <p><u>Stakeholders Relations:</u></p> <ul style="list-style-type: none"> • Build strong relationships with stakeholders, enhancing community engagement and addressing issues that impact satisfaction and retention. • Ensure high service standards are maintained, directly influencing stakeholders' reviews and reputation management. <p><u>Compliance and Regulatory Adherence:</u></p> <ul style="list-style-type: none"> • Ensure all property activities comply with relevant laws and regulations, mitigating risks and avoiding potential liabilities. • Maintain readiness for audits and ensure compliance with all documentation practices. <p><u>Strategic Planning and Execution:</u></p> <ul style="list-style-type: none"> • Work with the MCST council to develop long-term strategies that improve property valuation and operational efficiency. • Lead sustainability initiatives to position the property as eco-friendly and cost-efficient. <p><u>Meeting Coordination:</u></p> <ul style="list-style-type: none"> • Organize and facilitate the Annual General Meeting (AGM) and monthly council meetings. • Prepare agendas, reports, and minutes for meetings, ensuring timely distribution and follow-up on action items. • Ad hoc duties may be required on an as-needed basis. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Education: Bachelor's degree in Property Management, Real Estate, Business Administration, or related field. • Certification: Relevant certifications from institutions like SISV, BCA, or equivalent. • Experience: Experience in property management, particularly in strata-living contexts. Minimum six (6) – eight (8) years of experience with demonstrable success in a leadership role. • Computer Literacy: Proficiency in property management software and office productivity tools. 	



Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Technician (Roving)	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Execute effective and careful evaluation in response to maintenance needs for assigned properties and facilities on locations. • Maintain and ensure efficient operation of properties/facilities • Responsible for routine preventive and emergency maintenance, repairs, and upkeep of facility Excellent Customer Service and good communication skills. Site-to-Site Travel required <p>1. Maintenance and Repairs - Perform routine tasks on HVAC, electrical, plumbing, and mechanical systems. Troubleshoot and diagnose equipment and system issues; including appliances where applicable. Execute repairs and replacements while adhering to safety standards</p> <p>2. Preventive Maintenance - Develop and implement comprehensive maintenance schedules. Conduct regular equipment inspections and address potential issues.</p> <p>3. Equipment Operation - Monitor critical systems like HVAC, fire detection, and security Respond promptly to alarms and alerts for safety</p> <p>4. Documentation - Maintain accurate records of maintenance activities and logs Create detailed reports on completed tasks</p> <p>5. Vendor Management - Coordinate with external service providers and evaluate their work</p> <p>6. Emergency Response - Maintain accurate records of maintenance activities and logs On-call coverage for emergencies after office hours, weekends, and holidays</p> <p>7. Energy Efficiency - Identify opportunities for energy-saving initiatives</p> <p>8. Health and Safety - Adhere to safety guidelines and report hazards promptly</p> <p>Pre-requisites</p> <ul style="list-style-type: none"> • Min. Higher Nitec or Diploma in Facilities Management related • Prior experience in the facilities maintenance field with a minimum of 2 or more year's related job experience with basic carpentry, electrical, plumbing and overseeing capital improvement projects. • Valid Driving License, own reliable vehicle preferred 	<ul style="list-style-type: none"> • Working Hours: 8:30am - 6pm, 8:30am - 1pm • Postal code: 609601
Technician / Senior Technician (Electrical / M&E)	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Perform preventive and corrective maintenance works according to quality standards and procedures • Conduct technical investigations in response to fault calls Provide summary reports on preventive and corrective maintenance works • Comply with regulatory and organisational Workplace Safety and Health (WSH) policies 	<ul style="list-style-type: none"> • Working Hours: 9am - 6pm, 9am - 1pm • Postal code: 609601


Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Ensure compliance with Quality and Environmental Sustainability regulatory and organisational requirements Engage in continuous improvement initiatives to improve time, cost and quality management Support the use of the latest smart facilities management trends or technologies <p>Pre-requisites</p> <ul style="list-style-type: none"> Higher NITEC or NITEC in Mechanical Engineering, Electrical Engineering, Facilities Management, or equivalent. Min 2-3 years of related experience. General competency in the use of computer; and Capable in English writing and reporting 	


#5 Johnson Controls

Johnson Controls is a world leader in smart buildings, creating safe, healthy and sustainable spaces. We deliver the blueprint of the future for industries such as healthcare, schools, data centers, airports, stadiums, hotels, manufacturing and beyond OpenBlue, our comprehensive suite of connected solutions. Johnson Controls offers the world's largest portfolio of building technology, software and services. We are helping customers achieve their sustainability goals and power their mission.


Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Application Manager (Data Center) 	<p>Key Responsibilities</p> <p><u>What You Will Do:</u> Lead and guide a skilled engineering team, ensuring they're equipped to deliver high-quality technical solutions on time and within budget. You'll oversee the full project lifecycle—from planning and design to documentation—while driving cross-functional collaboration, maintaining engineering integrity, and ensuring project success through proactive monitoring and reporting.</p> <p><u>How You Will Do It:</u></p> <ul style="list-style-type: none"> Partner with Global Complex Engineering Leaders to implement strategic initiatives that enhance engineering efficiency in Singapore. Work with Project and Branch Managers to prioritize and plan engineering activities. Engage with JCI sales teams, customers, consultants, and architects to ensure accurate and value-driven design outcomes. Develop and execute business plans that support revenue growth and margin improvement through cost-effective engineering services. Coordinate with suppliers and procurement teams for technical clarifications and third-party product integration. 	Working Hours / Location: To check with Employer

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Ensure consistent field installation delivery through robust design documentation and standards. Track engineering KPIs and implement corrective actions to maintain performance. Lead resource planning, hiring, and competency development to support business growth. Collaborate with the Training Manager to ensure team certifications and capabilities meet local regulatory and operational requirements. Support the deployment of global engineering and operations tools across the region. <p>Pre-requisites</p> <ul style="list-style-type: none"> Bachelor's Degree in Engineering, ideally electrical and electronic engineering, mechanical or controls Bachelor's Degree in Engineering (preferably Electrical, Electronic, Mechanical, or Controls) 5–10 years of engineering experience (e.g., Controls, CCTV, Access Control, HVAC) Proven leadership experience in developing and managing teams Strong ability to prioritize, multitask, and lead in a matrix environment Skilled in budgeting, cost analysis, and cross-disciplinary coordination Excellent written and verbal communication skills Effective team motivator and people manager Proficient in Microsoft Windows, Microsoft Project, and web-based design tools Ability to generate MIS reports and professional presentations 	
Graduate Solutions Engineer  	<p>Key Responsibilities</p> <p>Ready to explore cutting-edge building solutions? If you're graduating by December 2025 or later, don't miss this chance to accelerate your career and make a difference. Apply now and leave your details!</p> <p><u>What you will do:</u></p> <ul style="list-style-type: none"> As a Graduate Solutions Engineer, you will contribute to diverse projects, supporting the development and implementation of turn-key building solutions. In the first 18 months, you will go through a structure rotational track across different functions, including Digital Services, Controls, BMS, HVAC and sustainability track. Your role will involve collaboration with subject matter experts from the different functions, providing you with diverse learning opportunities. 	Working Hours / Location: To check with Employer


Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p><u>How you will do it:</u></p> <ul style="list-style-type: none"> Join the BMS Project/Service team to design and implement control programming for new or existing BMS sites, facilitating synergy between electrical control systems and mechanical operations Engage with the HVAC Energy Solution/Service team to perform chiller performance reviews, audit reporting and maintenance over an 8-month period, to gain insights that intertwine different components in energy management Contribute as a member of the digital delivery and services team, tasked with implementing and delivering JCI's OpenBlue digital solutions Participate in research projects with external organizations (e.g. Higher Learning Institution, startups) as a part of the JCI OpenBlue Innovation Center Undertake a full cycle project in the final year of the program. Engage in cross-functional collaboration to leverage collective expertise and drive innovative solutions in the design and implementation of comprehensive building systems Stay informed about industry trends and advancements in both electrical and mechanical fields to ensure solutions are informed and relevant <p>Pre-requisites</p> <ul style="list-style-type: none"> Graduating student or recent graduate up to 2 years of experience with a degree background in Mechanical/Electrical/Industrial Systems Engineering, Mechatronics, Infrastructure and Project Management, Urban Systems/ Energy Management or relevant field A strong interest in sustainability and a desire to learn and apply concepts related to smart building solutions that encompass multidisciplinary engagements Robust analytical, problem-solving, and critical thinking skills, with a capability to approach challenges from both electrical and mechanical perspectives Excellent communication and interpersonal abilities Ability to adapt to a collaborative and fast-paced work environment Shortlisted candidates will go through a video interview and an assessment centre 	
Intern, Data Analytics 	<p>Key Responsibilities</p> <ul style="list-style-type: none"> You are key contributing members who will provide exceptional support to program manage various APAC Service growth initiatives and platforms, track, analyze and communicate the performance to our internal and external stakeholders. <p><u>How you will do it:</u></p> <ul style="list-style-type: none"> Harness a combination of Python/R and SQL to build and deploy simulation models powered by Machine Learning 	Working Hours / Location: To check with Employer


Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>tools to analyze business operations, identify regional trends to drive proactive actions, enable accurate revenue forecasting & support operational capacity planning.</p> <ul style="list-style-type: none"> • Design & implementation of impactful BI dashboards using PowerBI to analyze market activities and extract leading indicators, utilizing DAX (Data Analysis Expressions) for creating measures providing critical insights that support strategic decision making & enable proactive responses to market dynamics, while also ensuring data accuracy and reliability. • Utilize SQL and Power Query for data extraction, transformation, and loading (ETL) processes, with the ability to perform data modelling from multiple sources for ease of visualization. • Data Analysis and Visualization: Interpret business requirements and convert them into insightful visualizations and reports. • Support in the execution of Program Management plan, including enabling cadence planning, impact capturing & problem solving. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Pursuing a degree in business, engineering, or data science & analytics • Able to commit to a full-time internship for 6 months preferred. • Proficient in Microsoft Power BI, Power Query, SQL, Microsoft Excel, Word, PowerPoint • Familiarity with programming languages such as Python or R for Exploratory Data Analysis and ML Predictive Analytics, using these tools for modelling and to deliver deeper insights. • Analytical Thinking: Ability to apply analytical thinking to dissect complex data and extract meaningful insights relevant to business objectives. • Detail-Oriented: Keen attention to detail to ensure the accuracy and effectiveness of data visualizations and reports. • Effective Communication: Strong communication skills to articulate data insights and analysis to both technical and non-technical team members. • Having practical skills with Salesforce platform would be a plus. • Familiarity with Snowflake as a cloud data warehouse for storing, processing and analyzing large datasets is preferred 	
Intern, Services Growth and Programmes 	<p>Key Responsibilities</p> <p><u>What you will do:</u></p> <ul style="list-style-type: none"> • You are a key contributing member who will provide exceptional support to program manage various APAC Service growth initiatives and platforms, track, analyze and communicate the performance to our internal and external stakeholders. 	Working Hours / Location: To check with Employer



Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p><u>How you will do it:</u></p> <ul style="list-style-type: none"> • Support the development, launch and activation of Services Growth Initiatives and Programs by working closely with APAC & Market service leaders. • Track, report and analyze individual country performance on growth initiatives and facilitate problem solving as needed. • Support in the execution of best-in-class Program Management plan, including enabling cadence planning, impact capturing and problem solving. • Facilitate discussions to identify and problem solve the root-cause(s) on KPIs that are consistently under-performing by working closely with APAC & Market service leaders. • Regularly track and report the progress on actions taken to resolve KPI performance issues. • Provide value-added analytics leveraging analytical tools like Excel, Power BI, etc. and assist APAC and Country service leadership teams in making informed business decisions in driving services growth. • Design & implementation of impactful BI tools using PowerBI to analyze market activities and extract leading indicators, providing critical insights that support strategic decision making & enable proactive responses to market dynamics. • Design & Implement simulation models to analyze various aspects of business operations such as seasonal trends, regional & sub-regional dynamics to identify proactive actions, enable accurate revenue forecasting & operational capacity planning. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Pursuing a degree in business, engineering, or data science & analytics • Able to commit to a full-time internship for 6 months preferred. • Proficient in Microsoft Power BI, Power Query, SQL, Microsoft Excel, Word, PowerPoint • Familiarity with programming languages such as Python or R for Exploratory Data Analysis and ML Predictive Analytics, using these tools for modelling and to deliver deeper insights. • Analytical Thinking: Ability to apply analytical thinking to dissect complex data and extract meaningful insights relevant to business objectives. • Detail-Oriented: Keen attention to detail to ensure the accuracy and effectiveness of data visualizations and reports. • Effective Communication: Strong communication skills to articulate data insights and analysis to both technical and non-technical team members. • Having practical skills with Salesforce platform would be a plus. 	



Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Familiarity with Snowflake as a cloud data warehouse for storing, processing and analyzing large datasets is preferred. 	
Project Engineer (Entry-Level to Experienced) 	<p>Key Responsibilities</p> <p><u>What You Will Do:</u></p> <ul style="list-style-type: none"> The Senior Project Engineer will lead the technical delivery of Building Management System (BMS) projects for mission-critical data centers. Responsibilities include detailed engineering design, system integration, testing, and commissioning. The role requires advanced technical expertise in BMS platforms, a strong understanding of data center MEP systems, and the ability to manage subcontractors, suppliers, and junior engineers to ensure on-time, high-quality delivery. As a Senior/Project Engineer, you will lead the technical delivery of Building Management System (BMS) projects for mission-critical data centers. You'll oversee engineering design, system integration, testing, and commissioning, ensuring compliance with MEP systems and seamless coordination across disciplines to deliver high-performance, resilient systems. <p><u>How You Will Do It:</u></p> <ul style="list-style-type: none"> Interpret specifications and prepare engineering documentation aligned with data center Tier standards Integrate BMS with electrical (UPS, switchgear), mechanical (CRAC/CRAH, chillers), and fire systems (VESDA, suppression) Lead project execution from design to commissioning, ensuring system compatibility and operational readiness Manage subcontractors and coordinate with MEP, IT, and controls teams to meet quality, safety, and schedule targets Develop and execute FAT, SAT, SIT, and IST protocols to validate system performance and redundancy Ensure completion of documentation including as-built drawings, operation manuals, and training materials Mentor junior engineers and act as the technical escalation point for BMS-related issues <p>Pre-requisites</p> <ul style="list-style-type: none"> Bachelor's Degree in Engineering, ideally electrical and electronic engineering, mechanical or controls Prior BMS platform training an advantage Minimum of 2 years' experience in BMS projects, ideally with exposure to mission-critical environments or enterprise-level data centers Hands-on knowledge of integration protocols such as BACnet, Modbus, OPC, and SNMP Ability to read and interpret MEP and control system drawings 	Working Hours / Location: To check with Employer

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Strong technical troubleshooting skills Proficient in MS Office and AutoCAD Good communication and teamwork skills 	
Project Manager (Data Center) 	<p>Key Responsibilities The Project Manager will be responsible for managing the design, implementation, integration, and commissioning of Building Management Systems (BMS) for mission-critical data center facilities. This role requires deep technical knowledge of BMS platforms and data center infrastructure systems, along with strong project management skills to ensure projects are delivered on time, within budget, and to quality standards—while meeting up time and operational requirements.</p> <p><u>How You Will Do It:</u></p> <ul style="list-style-type: none"> Define and manage project scope, schedule, and resources in alignment with data center design and operational goals Define project scope, schedule, and resources aligned with data center design and operational requirements Coordinate with consultants, engineers, IT teams, and vendors for integrated BMS delivery Review BMS designs for compliance with specifications, Tier standards, and system interoperability Ensure integration of BMS with electrical (UPS, switchgear), mechanical (CRAC/CRAH, chillers), and fire systems (VESDA, suppression) Validate control logic, graphics, and alarm strategies to meet redundancy and monitoring needs Supervise installation, testing (FAT, SAT, SIT, IST), and commissioning activities Manage vendor selection, contracts, and stakeholder communications Identify and mitigate risks related to schedule, quality, and system compatibility Ensure completion of documentation including as-built drawings, operation manuals, and training materials Manage smooth handover to operations teams <p>Pre-requisites</p> <ul style="list-style-type: none"> Bachelor's Degree in Engineering, ideally electrical and electronic engineering, mechanical or controls PMP®, PRINCE2®, or equivalent project management certification (preferred) 5–10 years of project management experience, including 3+ years in BMS for mission-critical or large commercial facilities Proven success in delivering complex BMS integrations for enterprise-level data centers Strong technical knowledge of BMS platforms (e.g., Jace EasyIO, Tridium Niagara, Siemens Desigo, Honeywell EBI, Johnson Controls Metasys) 	Working Hours / Location: To check with Employer

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Solid understanding of MEP systems and integration protocols (BACnet, Modbus, OPC) • Proficient in project management tools (MS Project, Primavera) and documentation platforms • Excellent communication, coordination, and stakeholder management skills • Ability to perform under pressure in high-availability, fast-paced environments 	
Sales Manager, Fire 	<p>Key Responsibilities</p> <p>As a Sales Manager, you will be responsible for offering Johnson Controls' solutions to prospective customers and securing orders. Your goal is to deliver industry-standard solutions that strengthen Johnson Controls' market position. You will drive continuous growth and build long-term relationships with customers to support sustained business success.</p> <p>How You Will Do It</p> <ul style="list-style-type: none"> • Manage sales activities and long-term customer relationships for the Fire Protection Systems business • Plan and execute annual secured order strategies aligned with departmental goals, achieving year-over-year growth • Prepare and issue tenders and proposals; lead negotiations and bidding to secure profitable orders • Provide monthly reporting on secured orders, revenue, and non-financial metrics to the management team • Proactively engage with customers to build trust, influence decisions, and ensure high levels of satisfaction • Identify customer requirements and develop qualified sales leads • Champion business improvement initiatives and drive productivity across sales processes • Monitor competitor activity and report market insights as directed • Independently pursue and follow up on opportunities to deliver tailored solutions • Represent Johnson Controls as an industry spokesperson to promote brand and capabilities • Aggressively deploy new business initiatives <p>Pre-requisites</p> <ul style="list-style-type: none"> • Bachelor's Degree or Diploma in IT, Engineering, or a related field • Over 3 years of experience in a similar sales role • Strong network with consultants and clients • Proficient in Microsoft Office, especially Excel • Experience using online CRM platforms such as Salesforce (SFDC) • Solid understanding of financial concepts and strong business acumen • Proven ability to multitask and meet deadlines and targets • Excellent analytical and problem-solving skills 	Working Hours / Location: To check with Employer

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Able to work independently and collaboratively within a team • Positive, energetic, and forward-thinking attitude with a drive for continuous improvement • Strong written and spoken English communication skills 	
Senior / Application Engineer (Data Center)  	<p>Key Responsibilities</p> <p><u>What You Will Do</u></p> <ul style="list-style-type: none"> • The Project Manager will be responsible for managing the design, implementation, integration, and commissioning of Building Management Systems (BMS) for mission-critical data center facilities. This role requires deep technical knowledge of BMS platforms and data center infrastructure systems, along with strong project management skills to ensure projects are delivered on time, within budget, and to quality standards—while meeting uptime and operational requirements. <p><u>How You Will Do It:</u></p> <ul style="list-style-type: none"> • Define and manage project scope, schedule, and resources in alignment with data center design and operational goals • Define project scope, schedule, and resources aligned with data center design and operational requirements • Coordinate with consultants, engineers, IT teams, and vendors for integrated BMS delivery • Review BMS designs for compliance with specifications, Tier standards, and system interoperability • Ensure integration of BMS with electrical (UPS, switchgear), mechanical (CRAC/CRAH, chillers), and fire systems (VESDA, suppression) • Validate control logic, graphics, and alarm strategies to meet redundancy and monitoring needs • Supervise installation, testing (FAT, SAT, SIT, IST), and commissioning activities • Manage vendor selection, contracts, and stakeholder communications • Identify and mitigate risks related to schedule, quality, and system compatibility • Ensure completion of documentation including as-built drawings, operation manuals, and training materials • Manage smooth handover to operations teams <p>Pre-requisites</p> <ul style="list-style-type: none"> • Bachelor's degree in Process & Instrumentation Engineering or Electrical & Electronic Engineering • 0–5 years of relevant experience in technical or engineering roles • Proficient in PLC programming; experience with PCVue or ICONICS software is advantageous • Familiarity with ACMV systems and Johnson Controls Metasys is advantageous • Experience with composite materials, especially in transportation applications, is preferred 	Working Hours / Location: To check with Employer






Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Strong willingness to learn and take on new challenges 	
Senior Application Engineer (BMS) 	<p>Key Responsibilities As a Senior Application Engineer, you will lead a team in delivering technical support and customer-focused proposals across diverse composite applications. You'll translate customer requirements into tailored solutions, develop business case studies, and support sales efforts through detailed quotations and site engagements—ensuring cost, timing, and resource alignment.</p> <p><u>How You Will Do It</u></p> <ul style="list-style-type: none"> Lead the application engineering team in preparing technical documentation, presentations, and software solutions Enhance and design Metasys and in-house applications based on customer specifications Oversee testing, troubleshooting, and product launches to ensure quality delivery Drive process improvements and ensure QA/QC compliance with system integrators Manage software upgrades, licenses, and vendor deliverables Collaborate with design, engineering, and operations teams for integrated solutions Provide technical guidance on ACMV systems and Johnson Controls Metasys (preferred) Support proposal development with CAD models, cost estimates, and bills of materials <p>Pre-requisites</p> <ul style="list-style-type: none"> Bachelor's Degree in Engineering, ideally electrical and electronic engineering, mechanical or controls Background in transportation composites or related composite applications (preferred) Proficiency in Building Management System (BMS) programming Strong willingness to learn and adapt to new technologies and tools 	Working Hours / Location: To check with Employer
Senior Manager, Accounts Management 	<p>Key Responsibilities You will lead Johnson Controls' engagement with strategic customers across Asia Pacific, securing profitable order growth while driving the overall global account strategy and customer leadership engagement. Additionally, you will spearhead growth strategies and key initiatives by leveraging existing relationships and domain expertise in the built environment.</p> <p><u>How You Will Do It</u></p> <ul style="list-style-type: none"> Manage and grow a portfolio of strategic relationships with key customers across Asia Pacific. Develop a comprehensive account strategy that aligns with the customer's growth plans, Johnson Controls' key 	Working Hours / Location: To check with Employer

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>initiatives, and an overall engagement roadmap to drive growth.</p> <ul style="list-style-type: none"> • Own and deliver quarterly sales targets, including orders and margin, across all lines of business within Johnson Controls. • Engage early in the design stage using a solutions-based approach to ensure customer needs are translated into a compelling value proposition. • Drive proposal competitiveness by collaborating with engineering and country sales teams, injecting customer and market insights to maximize win rates. • Build strong relationships with key stakeholders within customer organizations to position Johnson Controls as a preferred partner. • Develop and execute strategic initiatives around sustainability, net-zero as a service, digitalization, and solution development—taking a holistic approach to address broader market challenges through both sell-to and sell-with motions. • Forge Master Service Agreements to enable technical and commercial standardization across all business units and countries. • Partner with post-sales teams in project execution, program management, and services to ensure customers receive optimal support and achieve the highest Net Promoter Score (NPS). • Maintain and update account plans with monthly leadership-level reporting, ensuring alignment with regional and global stakeholders. <p>Pre-requisites</p> <ul style="list-style-type: none"> • A minimum of 10 years of experience in frontline sales, account management, proposals, engineering, or business development, with specific domain expertise in building automation, fire and security, or HVAC. • A solutions-selling mindset with a pragmatic approach to driving deal closure. • An entrepreneurial attitude, strong leadership capabilities, and the ability to be a team player at all levels. • Proven ability to work effectively within and across direct management lines in a matrix environment. • Excellent interpersonal skills and the ability to communicate with all levels of the organization, as well as with business partners. • High levels of integrity, honesty, and professionalism. 	




#6 Recruit Express



At Recruit Express, we connect the aspirations of people and organizations, delivering impact that drives growth, empowers careers and shapes the future of work.

Our mission is to connect aspirations with opportunities and deliver impact that creates lasting value for individuals, businesses, and communities.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Associate, Control & Reporting (Unit Trust; 6-months)  	Key Responsibilities <ul style="list-style-type: none"> Conduct daily control checks to ensure operational accuracy and compliance with internal procedures. Escalate any discrepancies or irregularities identified during checks in a timely manner. Perform first level calculations for any trade delays or issues that require price comparison. Work with vendor to ensure timely processing of units/cash compensations for clients. Assist in the preparation of reports required for regulatory reporting, management oversight and stakeholder communication. Support data entry, reconciliation, and other administrative tasks as needed. Pre-requisites <ul style="list-style-type: none"> Strong attention to detail and good time management skills. Experience using Excel functions like VLOOKUP, Pivot Tables, or basic formulas. 	<ul style="list-style-type: none"> Working Hours: 9am-6pm Postal code: 48624
Compliance Executive  	Key Responsibilities <ul style="list-style-type: none"> Conduct compliance checks on Customer Due Diligence (“CDD”) reviews of new and existing customers. Handle general enquiries on AML/CFT procedures for customer risk assessment and name screening. Provide guidance on matters related to the automated CDD system. Assess the monitoring of customer activities and prepare reports for escalation to Management. Develop training materials and conduct briefings Participate in AML/CFT projects and assist in data analysis. Undertake ad-hoc tasks as assigned from time to time. Pre-requisites <ul style="list-style-type: none"> Bachelor’s degree or equivalent. Experience in AML/CFT and Audit is a plus 	<ul style="list-style-type: none"> Working Hours: 9am-6pm Postal code: 48624
KYC Account Specialist 	Key Responsibilities <ul style="list-style-type: none"> Ensure that the onboarding and review requirements are in accordance with Bank’s AML/KYC standards and regulatory requirements Ensure the relevance and completeness of KYC information (in partnership with the RM) and performs appropriate due diligence checks and information searches Review and corroborate KYC information submitted by RM 	<ul style="list-style-type: none"> Working Hours: 9am-6pm Postal code: 48624


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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Assist RM in completing the Client Acceptance Form, Client profiling in ICE or any relevant inquiries/ tasks as well as related checklists, forms and reports related to the account to allow approval of the account Oversight the end-to end account opening/ review process of the account. Engage appropriately and efficiently with other relevant stakeholders such as Compliance and Client Management if necessary to enable account opening/ review are completed in an efficient and timely manner <p>Pre-requisites</p> <ul style="list-style-type: none"> Min 3 years of Private Banking KYC Experience 	
Learning and Development Coordinator (Banking: 6-months) 	<p>Key Responsibilities</p> <p>The Learning & Development Coordinator is the operational engine that drives the design, delivery, and administration of learning programs across APAC. Working closely with the Learning Partners, Program Managers, business leaders, and external vendors, you will coordinate all logistical, technological, and communication aspects of training initiatives to ensure they are delivered on time, on budget, and with measurable impact.</p> <p>This role is ideal for a detail oriented, service focused professional who enjoys partnering with stakeholders to build a culture of continuous growth and performance excellence.</p> <p>Pre-requisites</p> <ul style="list-style-type: none"> 2-5 years of relevant HR experience 	<ul style="list-style-type: none"> Working Hours: 9am-6pm Postal code: 48624
Legal Executive  	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Responsible for in-house legal and compliance support and administration, including assisting in the reviewing and drafting of commercial agreements and internal compliance policies, assisting in organizing and managing legal templates and maintaining the contract database Provide corporate secretarial support for entities supported by the Company, including liaising with the Company Secretary, auditors and other external parties Provide support for both internal and external communications Provide support on audit and compliance matters Keep abreast on regulatory development Co-ordinate and plan trainings for staff Carry out duties and responsibilities as assigned <p>Pre-requisites</p> <ul style="list-style-type: none"> Bachelor's degree or equivalent. At least 1 Year(s) of working experience in the related field is required for this position Excellent written and oral communication skills 	<ul style="list-style-type: none"> Working Hours: 830am-530pm Postal code: 48624


Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Project Management Officer (Insurance; 6 - months) 	<p>Key Responsibilities</p> <p>Project Support Specialist will play a key role in assisting with the coordination, execution, and monitoring of various project initiatives across Distribution.</p> <p>This role will support senior project managers, contributing to both day-to-day activities and long-term strategic goals, with a focus on delivering high-quality work within deadlines.</p> <p>Pre-requisites</p> <ul style="list-style-type: none"> Bachelor's degree in business, project management, or a related field. Minimum 4 years of experience in a project support or coordination role is preferred. 	<ul style="list-style-type: none"> Working Hours: 9am-6pm Postal code: 48624
Trade Finance Officer 	<p>Key Responsibilities</p> <ul style="list-style-type: none"> First check and/or counter-check import/export LC documents according to UCP600 Review customer applications and clarify with customers on ambiguous terms, if any Ensure transactions are processed in conformity with transaction details Monitor payment/acceptance of import/export bills and ensure notice of refusal are sent within time allowed as per documentation Ensure data and accounting entry input into BO system are accurate Perform compliance check and vessel screening <p>Pre-requisites</p> <ul style="list-style-type: none"> Min 3 years of Trade Finance Experience 	<ul style="list-style-type: none"> Working Hours: 9am-6pm Postal code: 48624


#7 RSM Stone Forest



RSM Stone Forest is the Business Solutions arm of RSM Singapore, providing comprehensive outsourced services in accounting, payroll, corporate secretarial, HR, and IT advisory. Leveraging deep local expertise and regional expansion. The firm enables businesses to stay compliant, optimise operations, and focus on growth while ensuring strong governance and efficiency.



Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Accountant 	<p>Key Responsibilities</p> <p><u>Financial Reporting</u></p> <ul style="list-style-type: none"> Prepare month-end closing in SAP Review monthly vessel accounting entries. Prepare utilization reports. Analyse vessel and shore profit and loss reports and provide variance analysis. Assist in preparation of manual payments 	<ul style="list-style-type: none"> Working hours: 9am-6pm Postal code: 228095


Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Collating of supporting documents and issuance of invoices to charterers, including liaising with charterers and accruing revenue Prepare/review of shore journal entries Prepare journals for master cash book expenses Liaise with external and internal auditors on financial audits Liaise with external and internal stakeholders for audit backlogs Liaise with external and internal stakeholders for liquidation of entities <p><u>Billing</u></p> <ul style="list-style-type: none"> Prepare and process sales invoices to customers Follow up issues relating to invoicing and assigning customers Monitor and follow up on collections from customers Assist in ensuring that sales invoices are prepared in accordance with contracts and applied tax rules (e.g. WHT, GST etc.) in area of operations Liaise with tax department and customers on WHT tax slip collections <p><u>Reconciliations</u></p> <ul style="list-style-type: none"> Prepare account reconciliations. Prepare bank reconciliation Prepare fuel oil reconciliations. Make accounting adjustments. <p><u>Tax Compliance</u></p> <ul style="list-style-type: none"> Collate seafarer payroll information from manning department Assist to prepare monthly personal income tax calculation Liaise with tax consultant on tax filing Assist tax team on ad hoc requests <p><u>Company Secretarial</u></p> <ul style="list-style-type: none"> Assist in preparing secretarial documents for SEA region (i.e. bank signatories, annual filing, company registration etc.). Handle ad hoc requests as required. <p>Pre-requisites</p> <ul style="list-style-type: none"> A Bachelor's degree in Accounting, Finance, or a related field from a recognised institution is required. Professional certification such as CPA (Australia), ACCA, CA (Singapore), or equivalent is preferred. Minimum of 3–5 years of relevant accounting experience, preferably in a commercial or corporate environment. Proficiency in SAP is advantageous. 	
Accounts Associate	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Conduct post check review of staff claims raised in Workday to ensure these claims complies with company policy guidelines. Provide guidance and advice to employee's queries on claim matters 	<ul style="list-style-type: none"> Working hours: 9am-6pm Postal code: 228095



Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	Pre-requisites <ul style="list-style-type: none"> • Min. 1 – 2 years' experience in similar work or business support • Minimum ITE in Business Studies or Diploma in Business Administration • Possess analytical and problem-solving skills. • Possess good interpersonal skills • Meticulous and detail oriented 	
Accounts Executive 	Key Responsibilities <ul style="list-style-type: none"> • Invoice posting – The invoice posting process involves retrieving invoices from SharePoint. After exporting to Dynamics, to ensure proper posting by filling out fields such as description, financial dimensions, sales tax applicability, currency, and posting date. This ensures accurate and compliant financial data integration with Dynamics. • Bank Statement reconciliation – Bank statements are retrieved from the respective bank online portals for the particular month. The transactions listed in the bank statements are then matched against the company's internal records. Transactions are posted and settled against various vendors, ensuring that all entries are accurately recorded and reconciled. • Leases and accrued dividend entries are calculated and posted for T1 entities Loan transactions such as agency fee, commitment fee, hedge gain or loss, principal loan drawdown, interest capitalization between Westpac, Intermediate LP and Pukenui. • Misc adjustment entries given over mail by Aquila team. • Preparation of reporting packs monthly for T1 entities involves several key steps to ensure comprehensive financial reporting. This includes generating trial balances (TB), ledger transaction lists, and financial reports from Dynamics. Additionally, vendor aging reports are created to track outstanding payables. GST reconciliation is performed to ensure compliance with tax regulations. Work-in-progress (WIP) reconciliation, leases reconciliation, and equity and preferred dividend reconciliation are also conducted to maintain accurate financial records. • Preparation of Reporting packs – Quarterly for T2 entities involves several key steps to ensure comprehensive financial reporting. This includes generating trial balances (TB), ledger transaction lists, and financial reports from Dynamics. • Additionally, vendor aging reports are created to track outstanding payables. GST reconciliation is performed to ensure compliance with tax regulations. Work-in-progress (WIP) reconciliation, leases reconciliation, and equity and preferred dividend reconciliation are also conducted to maintain accurate financial records. Pre-requisites	<ul style="list-style-type: none"> • Working hours: 9am-6pm • Postal code: 228095


Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Bachelor's degree in Accounting, Finance, or a related field (Professional certification such as ACCA, CPA, or CA preferred). • Minimum 2–5 years of relevant accounting experience • Strong knowledge of accounting principles, standards, and regulatory requirements. • Proficient in accounting software (e.g. SAP, Oracle, QuickBooks, Xero) and Microsoft Excel. • Experience in financial reporting, budgeting, reconciliations, and month-end/year-end closing. • Good understanding of taxation, GST, and audit processes. • Strong analytical, problem-solving, and attention-to-detail skills. • Ability to work independently while managing multiple deadlines. • Strong communication and interpersonal skills for effective cross-team collaboration. • Experience with digital transformation or process improvement initiatives. 	
Accounts Payable Executive 	<p>Key Responsibilities</p> <p><u>Accounts Payable Operations</u></p> <ul style="list-style-type: none"> • Manage end-to-end AP processes including invoice and expense claims verification, coding, approvals, and payment execution. • Reconcile AP sub-ledger to general ledger and resolve discrepancies • Ensure accurate maintenance of vendor records and payment terms at all times. • Monitor AP aging and follow up on outstanding items to maintain good vendor relationships. • Work closely with Procurement Centres and Departments to resolve invoice discrepancies and ensure smooth payment processes. <p><u>Month-End Close Support for Centres assigned</u></p> <ul style="list-style-type: none"> • Prepare and post journal entries, accruals, and adjustments for Centres assigned • Assist in preparing monthly financial reports and schedules for Centres assigned to support Centres' decision making. • Coordinate with the Finance team to ensure timely and accurate month-end close. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Degree or diploma in Accounting, Finance, or related field. • At least 3 years of relevant experience in accounts payable. • Strong understanding of accounting principles, AP processes, and financial controls. • Strong proficiency in Microsoft Excel and good proficiency in ERP systems (preferably ACCPAC/Sage 300) • Detail-oriented, organised, and able to manage multiple priorities. 	<ul style="list-style-type: none"> • Working hours: 9am-6pm • Postal code: 228095


Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Ability to work independently and collaboratively across departments. Experience with digital transformation or process improvement initiatives. 	
Accounts Receivable Executive 	<p>Key Responsibilities <u>Accounts Receivable</u></p> <ul style="list-style-type: none"> Generating invoices, delivery orders, credit/debit notes and statement of accounts. Follow-up on outstanding AR invoices. Tracking Project maintenance and triggering PM when it is/going to be due for billing. Tracking of Projects billing milestone. Updating of receipts. Maintaining accounts receivable files and records. Prepare AR aging report on timely basis and escalate customers' collection issues to the Reporting Officer. Communicate with internal/external stakeholders on billing queries or payment queries. GST output tax reconciliation. Month-end closing Prepare monthly schedules. Any other duties as assigned. <p>Pre-requisites</p> <ul style="list-style-type: none"> Minimally Diploma in Accounting/Business Studies or Equivalent Minimum 2 years relevant working experience Proficiency in Microsoft Office Must be highly analytical with strong attention to detail. Possess good working attitude and able to work in a demanding and high-pressure environment A proactive team member Good interpersonal and communication skills 	<ul style="list-style-type: none"> Working hours: 9am-6pm Postal code: 228095
Assistant HR Manager 	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Business partnering with clients in full spectrum of HR & administrative functions in an outsource environment Delivering comprehensive HR policies, procedures and associated documents in keeping abreast with statutory changes and ensure full compliance with local legislation. Facilitating application process in the submission for employment-related passes for all clients Administering daily HR operational matters and overseeing full set of payroll and statutory submission Providing advisory to clients and their employees on all MOM/CPF/IRAS matters Providing guidance and support to the operations team to ensure quality and timely delivery of services to all clients 	<ul style="list-style-type: none"> Working hours: 9am-6pm Postal code: 228095



Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Managing and building relationships with the clients to meet and exceed the customers' expectations through a high level of service Supporting the Group Head to create and implement strategies designed to grow the business and standardizing operating procedures in delivery of services Ad-hoc duties and projects assigned by Group Head or the Management to achieve the goals of the business unit <p>Pre-requisites</p> <ul style="list-style-type: none"> Degree/Diploma in Human Resource Management, Business Administration, or related field. Minimum 3-5 years of HR experience, with at least 2 years in a client-facing or outsourcing environment. Strong knowledge of Singapore Employment Act, MOM regulations, and work pass procedures. Experience working in a professional services or outsourcing firm preferred. Excellent communication, client management, and problem-solving skills. Strong attention to detail, confidentiality, and ability to multitask under tight deadlines. Proficiency in Microsoft Office and familiarity with HRIS or payroll software is an advantage. 	
Business Development Executive 	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Develop and execute marketing strategies Provide accurate and timely forecasts for monthly, quarterly and annual performance, including risk and opportunity analysis Engage with prospective customers Manage entire sales process and achieve business revenue growth <p>Pre-requisites</p> <ul style="list-style-type: none"> Experience in sales or consultancy Independent thinker who works well in a team Must be self-motivated, eloquent and resourceful Excellent negotiation, communication and presentation skills Possess analytical and problem-solving skills 	<ul style="list-style-type: none"> Working hours: 9am-6pm Postal code: 228095
Corporate Secretarial (Associate - Manager) 	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Prepare documents related to company incorporation, establishment of Singapore branches, and other entity formations. Draft directors' resolutions for changes in directorship, bank account matters, and acceptance of banking facilities. Draft shareholders' resolutions and meeting minutes concerning auditor changes, share allotments, and dividend payments. Prepare documents for Annual General Meetings (AGMs). 	<ul style="list-style-type: none"> Working hours: 9am-6pm Postal code: 228095

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Update statutory records and maintain the minutes book of companies. E-file various returns, resolutions, and annual returns with the Accounting and Corporate Regulatory Authority (ACRA). <p>Pre-requisites</p> <ul style="list-style-type: none"> Degree in related fields Minimum 2- 5 years of relevant corporate secretarial experience, with at least 1–2 years in a supervisory or lead role. Solid understanding of the Singapore Companies Act, corporate compliance regulations, and governance frameworks. Strong communication and interpersonal skills with the ability to engage with clients and stakeholders professionally. Meticulous, organized, and able to manage multiple priorities under tight deadlines. 	
Financial Controller (Contract) 	<p>Key Responsibilities</p> <p><u>Financial Management & Reporting</u></p> <ul style="list-style-type: none"> Oversee preparation of financial statements including income statements, balance sheets, and cash flow reports. Ensure timely and accurate monthly, quarterly, and annual financial reporting. Lead group consolidation and results analysis. <p><u>Budgeting & Forecasting</u></p> <ul style="list-style-type: none"> Develop and manage annual budgets and financial forecasts. Monitor and optimize cash flow, expenses, and capital expenditures. <p><u>Strategic Planning & Analysis</u></p> <ul style="list-style-type: none"> Provide financial insights and ROI analysis to support investment and expansion decisions. Partner with senior management to define and implement financial strategies. <p><u>Compliance & Risk Management</u></p> <ul style="list-style-type: none"> Ensure compliance with statutory regulations, tax laws (GST, income tax), and internal policies. Develop and maintain internal controls and risk management frameworks. <p><u>Team Leadership</u></p> <ul style="list-style-type: none"> Lead and mentor the finance team, fostering a culture of accountability and continuous improvement. Identify and groom high-potential team members for leadership roles. <p><u>Systems & Process Improvement</u></p> <ul style="list-style-type: none"> Spearhead ERP and MIS system implementation and optimization. Drive automation and process improvements across finance functions. <p><u>Stakeholder Engagement</u></p> <ul style="list-style-type: none"> Maintain strong relationships with auditors, bankers, and regulatory bodies. 	<ul style="list-style-type: none"> Working hours: 9am-6pm Postal code: 228095


Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Provide financial updates and recommendations to the Board and executive leadership. <p><u>Transformative Projects</u></p> <ul style="list-style-type: none"> Lead transformative finance projects that drive innovation, efficiency, and strategic growth. Champion change management initiatives and cross-functional collaboration to deliver impactful results. <p>Pre-requisites</p> <ul style="list-style-type: none"> Bachelor's degree in Finance, Accounting, or related field; CPA or Master's degree preferred. Minimum 5–8 years of experience in a senior finance role, preferably in logistics, maritime, or infrastructure sectors. Proven track record in financial planning, analysis, and team leadership. Strong understanding of regulatory compliance, internal controls, and risk management. Proficiency in financial systems (e.g., SAP, Oracle) and advanced Excel skills. 	
Firmware Analyst Engineer 	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Analyzing for USB Type-C PD, Intel Thunderbolt, USB 4.0 firmware related issues. Supporting client requirement, firmware version update, firmware release process, and risk assessment, to meet project schedule. Studying for vendors' new products and technology. Communication and coordination among internal cross functional teams. <p>Pre-requisites</p> <ul style="list-style-type: none"> Bachelor's degree or above in Electrical Engineering/ Computer Engineering/ Computer Science/ Information Management of related fields. Minimum 1 year experience of software debugging in PC industry. Ability to communicate in English and Chinese. Basic I2c signal capture and analysis. Basic Schematic knowledge. Basic knowledge of x86, Arm Computer Architecture and Organization Good capability of communication. Teamwork. 	<ul style="list-style-type: none"> Working hours: 9am-6pm Postal code: 228095
Graduate Accountant-Advisor Programme (GAAP) 	<p>Key Responsibilities</p> <p>GAAP is a career programme by RSM Singapore to develop high-potential accountancy graduates into multi-skilled, highly trained and professionally qualified business advisors that can navigate the complex business environment and deliver impactful outcomes for our clients.</p>	<ul style="list-style-type: none"> Working hours: 9am-6pm Postal code: 228095



Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>Get to work in one of the hottest fields in data science, ESG and IT security, and put your accounting knowledge into practice while receiving full support to become a Chartered Accountant or Accredited Tax Practitioner.</p> <p>Pre-requisites</p> <ul style="list-style-type: none"> Accounting graduates (bachelor's or above) with less than a year of work experience. Fresh graduates are welcome to apply Have a passion for data analytics and/or ESG Local and overseas accounting graduates are welcome to apply too. 	
Group Financial Controller 	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Lead and manage a region-wide team of finance and accounting professionals. Oversee all accounting and financial reporting functions across group entities. Ensure timely and accurate financial records and reporting. Manage corporate and client funds with precision and integrity. Develop and maintain accurate cash flow forecasts. Liaise with external auditors across seven jurisdictions. Collaborate with Operations and Commercial teams to ensure prompt invoicing, collections, and incentive payments. Support regulatory compliance and maintain financial controls in line with MAS requirements. <p>Pre-requisites</p> <ul style="list-style-type: none"> Professional accounting qualifications (ACA, CA, ACCA, CIMA). Minimum 10 years of progressive experience in finance/accounting within a business environment. Proven ability to lead and manage a mid-sized, multi-country finance team. Strong analytical, communication, and interpersonal skills. Ability to work independently and within a diverse, cross-border team. <p>Advantageous:</p> <ul style="list-style-type: none"> Experience with NetSuite Oracle accounting software. Prior experience in a start-up environment, preferably within a regulated FinTech company. 	<ul style="list-style-type: none"> Working hours: 9am-6pm Postal code: 228095
HR Admin Assistant	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Validate and process invoices from training providers and courses. Send reminders and communication to participants regarding upcoming training sessions. Maintain accurate training records, including course registration and participant information. 	<ul style="list-style-type: none"> Working hours: 9am-6pm Postal code: 228095


Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Support scheduling and logistics of training sessions (in-person and virtual). • Assist in generating training reports and tracking attendance. • Liaise with vendors and internal stakeholders to ensure smooth training operations. • Provide general administrative support to the HR and Learning & Development team as needed. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Diploma or equivalent in HR, Business Administration, or related field. • 1–2 years of experience in HR administration or training coordination preferred. • Strong attention to detail and accuracy in data entry and record management. • Good communication skills, both written and verbal. • Proficient in Microsoft Office (Excel, Word, Outlook); experience with HRIS/LMS is an advantage. • Organized, proactive, and able to manage multiple tasks within deadlines. 	
HR Business Partner 	<p>Key Responsibilities</p> <p>Reporting to the Head, Human Resources, the HR Business Partner plays an instrumental role in establishing HR business partnership with stakeholders to enable effective HR operations in alignment with the Company’s policies and guidelines.</p> <ul style="list-style-type: none"> • Partner with the HODs and Team Leads to manage the end-to-end recruitment process, which includes tracking the Business Unit’s headcount, sourcing and interviewing of candidates, salary proposals supporting the on-boarding and off-boarding process. • Collaborate with schools and agencies on recruitment drives and outreach programmes to facilitate human capital needs. • Handle all employee relations matters, including disciplinary, grievances and performance related issues. • Provide timely advice to employees on HR policies and procedures with the aim of enhancing employee communication, engagement and performance. • Facilitate and be the minute-taker for staff engagement initiatives. • Handle work pass applications/renewals for any foreign hires and related matters. • Support all major HR activities such as performance management review and annual declaration exercise. • Participate in HRIS system testing when necessary. • Participate in HR process improvement projects, surveys and HR admin duties as and when assigned <p>Pre-requisites</p>	<ul style="list-style-type: none"> • Working hours: 9am-6pm • Postal code: 228095



Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Diploma/Degree in Human Resource Management or related disciplines with at least 2 years of HR Business Partnering experience Excellent verbal and written communication skills Strong organisational and interpersonal skills Meticulous with high degree of initiative and resourcefulness Ability to multitask, with positive and can-do attitude Experience in SAP SuccessFactors would be an added advantage 	
International Tax Advisory (Senior / Team Lead / Manager) 	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Advise clients on domestic and international tax implications of cross-border transactions, corporate restructurings, and outbound or inbound investments Provide tax support throughout M&A lifecycles, including tax due diligence and pre-/post-deal structuring Develop tax-efficient market entry strategies, address shareholding structures, financing models, transaction flows, and available incentives Collaborate closely with professionals across service lines and international member firms to deliver integrated and practical client solutions Participate in client servicing, manage project deliverables, and support business development and proposal efforts <p>Pre-requisites</p> <ul style="list-style-type: none"> A recognized degree in Accountancy, Tax, or Business; SCTP accreditation is advantageous Senior: Minimum 2 years of relevant tax experience Team Lead / Manager: Minimum 5 years of relevant tax experience with supervisory responsibilities preferred Strong technical understanding of Singapore corporate tax; exposure to international tax concepts and frameworks is a plus Excellent analytical thinking, communication, and project management capabilities A self-starter with a collaborative mindset, strong attention to detail, and a drive to grow in a fast-paced and evolving environment 	<ul style="list-style-type: none"> Working hours: 9am-6pm Postal code: 228095
Marketing Content Executive 	<p>Key Responsibilities</p> <p><u>Content Development</u></p> <ul style="list-style-type: none"> Create high-quality content for social media, blogs, newsletters, and websites, aligning with brand objectives and audience needs. <p><u>Product Collateral Creation</u></p> <ul style="list-style-type: none"> Develop brochures, datasheets, whitepapers, and presentations, translating technical information into accessible, value-driven content. <p><u>Internal & External Communications</u></p>	<ul style="list-style-type: none"> Working hours: 9am-6pm Postal code: 228095



Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Draft newsletters, announcements, press releases, and media kits; support campaigns and events with strategic communication. <p><u>Social Media Management</u></p> <ul style="list-style-type: none"> Assist in the creation, scheduling and management of content for social media including intranet, internet web site, LinkedIn, IG etc. Manage social channels, plan campaigns for brand visibility, and track performance for optimization. <p><u>Video Production</u></p> <ul style="list-style-type: none"> Coordinate scriptwriting, editing, and production for corporate and product videos. <p><u>SEO & Content Optimisation</u></p> <ul style="list-style-type: none"> Apply SEO best practices across digital content to improve visibility and audience reach. <p><u>Brand Consistency</u></p> <ul style="list-style-type: none"> Ensure alignment with brand guidelines across all content, communications, and product materials. <p><u>Trend Monitoring</u></p> <ul style="list-style-type: none"> Keep up with industry trends to create fresh, innovative content that aligns with company goals. <p><u>Analytics & Reporting</u></p> <ul style="list-style-type: none"> Track and analyze content performance, providing data-driven insights for improvement. <p><u>Collaboration</u></p> <ul style="list-style-type: none"> Work with internal teams and external partners to gather ideas and ensure content accuracy. <p><u>Event Support</u></p> <ul style="list-style-type: none"> Develop content plans for corporate events and assist with live coverage and recaps. <p>Pre-requisites</p> <ul style="list-style-type: none"> Diploma/Bachelor's Degree in Marketing, Communications, Journalism, Digital Media, or a related field Proven experience in content creation, communications, or a similar role. Strong writing, editing, and storytelling skills. Proficiency in design and video editing software such as Adobe AI/ Premiere, After-effects, Canva design and video editing tools (e.g., Adobe Creative Suite/ FlexClip etc.). Knowledge of SEO and social media best practices. Creative and adaptable with the ability to manage multiple projects. Excellent communication, interpersonal, and relationship skills. Fast learner with an ability to adapt techniques based on requirements. An open mindset and will seek out feedback to refine and develop their skills. Familiarity with IT or system integration industries is a plus. 	

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Marketing Events Executive 	<p>Key Responsibilities</p> <p><u>Event Planning & Coordination Support</u></p> <ul style="list-style-type: none"> Assist in planning, coordinating, and executing a range of events, including product launches, corporate seminars, and client events. Support logistics by helping select venues, preparing event schedules, and coordinating with vendors to ensure quality services. Prepare event materials such as badges, programs, and promotional items to enhance participant experience. <p><u>Budget Tracking</u></p> <ul style="list-style-type: none"> Assist with event budget management, ensuring expenditures aligned with guidelines and tracking expenses for optimal resource use. <p><u>Vendor Coordination</u></p> <ul style="list-style-type: none"> Coordinate with vendors, evaluating proposals to ensure quality and reliability, and managing timelines to meet event needs. <p><u>Stakeholder Engagement</u></p> <ul style="list-style-type: none"> Collaborate with internal teams (e.g., marketing, sales) and the Partner Alliance team to align event objectives with company and partner goals. Act as a contact point for event-related inquiries, managing stakeholder communications. <p><u>On-site Event Assistance</u></p> <ul style="list-style-type: none"> Provide on-the-ground support, including setup, registration, and troubleshooting to ensure smooth event operations. <p><u>Post-Event Feedback & Reporting</u></p> <ul style="list-style-type: none"> Gather feedback to assess event success and assist in creating post-event reports for insights and improvement. Follow up on sales leads, close the loop to ensure ROI is achieved. <p><u>Administrative & Team Support</u></p> <ul style="list-style-type: none"> Handle administrative tasks like scheduling meetings, maintaining databases, and tracking budgets. Coordinate with other departments to align events and marketing strategies with overall company objectives. <p><u>Creative & Industry Awareness</u></p> <ul style="list-style-type: none"> Bring fresh, innovative ideas to event concepts, keeping updated on industry trends and competitor events. Brand Consistency - Ensure alignment with brand guidelines across all events. <p><u>Collaboration</u></p> <ul style="list-style-type: none"> Work with internal teams and external partners to gather ideas and ensure correct accuracy. <p>Pre-requisites</p> <ul style="list-style-type: none"> Minimally a Diploma, preferably in Business Management, Marketing, Events Management, or a related field Some experience or internship experience in event planning or coordination is preferred. Strong organizational skills, attention to detail, and creative thinking. 	<ul style="list-style-type: none"> Working hours: 9am-6pm Postal code: 228095

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Excellent communication and interpersonal skills. • Proficiency in Microsoft Office. • Adaptable in a fast-paced environment with shifting priorities. • Creative and adaptable with the ability to manage multiple projects. • Excellent communication, interpersonal, and relationship skills. • Fast learner with an ability to adapt techniques based on requirements. • An open mindset and will seek out feedback to refine and develop their skills. • Familiarity with IT or system integration industries is a plus. 	
Marketing Executive 	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Design digital and print marketing materials for campaigns, events, newsletters, and space promotions. • Manage social media channels and website content in coordination with the global marketing team. • Collaborate with BD and Customer Experience teams to develop campaigns and community engagement materials. • Support branding consistency across all touchpoints and customer-facing collateral. • Analyze marketing campaign effectiveness and provide performance insights. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Degree or Diploma in Marketing, Graphic Design, or Communications. • 3+ years of experience in marketing design, preferably in B2B or commercial property environment. • Proficiency in Adobe Creative Suite (Photoshop, Illustrator, InDesign), Canva, and digital marketing tools. • Excellent visual communication and writing skills. • Portfolio of past work required at interview. 	<ul style="list-style-type: none"> • Working hours: 9am-6pm • Postal code: 228095
Payroll Executive 	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Oversee day-to-day financial matters, month-end and year-end accounts closing related to Payroll, which include: • Pre-Payroll activities including, input and updating employee details and managing government claims. • Payroll activities including, process payroll, process CPF, and manage payroll payments. • Post-Payroll activities, including provision for bonus, managing month-end/year-end closing, submission of IRAS Tax Declaration Annual Form 8E, and answering employee payroll enquiries. • Regular review on compliance with statutory requirements. • Supports and provides advice in structuring and developing the team to ensure smooth and efficient day-to-day Payroll operations. 	<ul style="list-style-type: none"> • Working hours: 9am-6pm • Postal code: 228095

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Liaise with internal and external auditors and/or tax agents on payroll related matters. • Acts as contact point to institutional Finance and HR Partners closely to ensure organizational readiness and capability to deliver business results. • Handle ad-hoc projects as and when requested. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Diploma/Degree in Business Administration/Commerce/Accountancy/HR or equivalent • Minimum 5 years of relevant payroll experience with at least 2 years of supervisory role • Meticulous with an eye for detail • Strong interpersonal and communication skills • Familiar with Employment and CPF Acts • Ability to work in a high transactional volume environment • Hands-on experience with SAP system and/or shared service payroll experience will be an added advantage. 	
Project Accountant 	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Serve as the primary point of contact between the appointed System Implementor (SI), internal IT department, and various service centres. • Work closely with Finance and ERP project teams to ensure financial processes are accurately captured and implemented in the new ERP system. • Lead Accounts Receivable (AR) and Accounts Payable (AP) workstreams throughout the ERP implementation. • Coordinate and lead weekly project update meetings, track action items, and manage project timelines. • Manage and closely monitor the implementation timeline to ensure deliverables are met on schedule. • Support the documentation and review of current finance workflows (e.g., AP, AR, GL, asset management, reporting) and provide input on process improvements. • Assist in mapping and validating chart of accounts, cost centres, programme/sub-programme codes, and GST treatment logic. • Participate in data migration activities including data extraction, cleansing, reconciliation, and validation. • Collaborate in the configuration, testing, and rollout of financial modules, including User Acceptance Testing (UAT) and parallel runs. • Ensure compliance with non-profit accounting standards, internal controls, and reporting requirements (e.g., unclaimable GST, restricted funds). • Coordinate training for finance users and prepare user manuals for ERP financial modules. • Provide post-implementation support for finance-related ERP issues, ensuring minimal disruption to operations. • Monitor the integrity and accuracy of financial data throughout the transition period. 	<ul style="list-style-type: none"> • Working hours: 9am-6pm • Postal code: 228095



Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Contribute to finance process enhancements, standardization, and automation initiatives. Support project reporting, documentation, and ad-hoc financial analysis as required. <p>Pre-requisites</p> <ul style="list-style-type: none"> Minimally Diploma in Accounting/Finance At least 3 to 5 years of accounting experience ERP implementation experience, particularly in SAP or Netsuite is advantageous 	
Project Manager 	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Oversee the execution of multiple construction and building projects from start to completion Lead and supervise a team of site supervisors, ensuring effective delegation and on-site progress Act as the primary point of contact for clients—maintaining a high level of professionalism and customer service at all times Plan, track, and manage project costing to ensure projects are completed within approved budgets Prepare and review project cost reports, identify potential overruns, and implement corrective measures Liaise with customers regularly to provide updates, address concerns, and ensure expectations are met Work closely with internal teams, contractors, and suppliers to coordinate project deliverables Ensure compliance with safety and quality standards on all project sites Report on project status, budget updates, and key issues to the Partner on a regular basis <p>Pre-requisites</p> <ul style="list-style-type: none"> Diploma or Degree in Construction Management, Civil Engineering, or a related field Minimum 5 years of project management experience in the construction industry Strong leadership skills with the ability to manage teams and resolve conflicts Excellent communication and interpersonal skills, with a customer-service mindset Solid experience in project costing and budget control Proficient in Microsoft Office and project management tools Able to work independently and under pressure in a fast-paced environment 	<ul style="list-style-type: none"> Working hours: 9am-6pm Postal code: 228095
Sales Manager 	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Lead generation and qualification of prospects New customer acquisition Visiting corporate customers in Singapore and presenting the Company's range of solutions and services to them Product demonstration 	<ul style="list-style-type: none"> Working hours: 9am-6pm Postal code: 228095


Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Understanding the client's requirements and processes and positioning the correct solution Should take the initiative and create opportunities to drive more business from clients Working closely with the technical team for proof of concepts as per the customer requirements Provide feedback on market trends, competitive threats, and opportunities to deliver greater value to customers Keen to travel around ASEAN on a regular basis Fluent in English and Mandarin (any additional ASEAN language is preferred) Be a brand ambassador and reflect company values at all times <p>Pre-requisites</p> <ul style="list-style-type: none"> Diploma/Degree in Business, Information Technology, or related field. Proven experience in IT sales / technology solution selling / B2B sales. 	
Sourcing Executive 	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Maintain good and long-lasting relationships with our existing suppliers and sourcing new suppliers Obtain quotes from different suppliers according to BOM specifications Assess quotes and compile a detailed assessment of cost breakdowns Provide suggestions to improve sourcing process & to generate better ROI (Return Of Investment) <p>Pre-requisites</p> <ul style="list-style-type: none"> Minimally Diploma / Degree in any related field Min 1-year relevant working experience Experience in the Security Industry environment is an added advantage Highly motivated and outgoing Strong negotiation skills Meticulous in detail Sound time management and organizational skills 	<ul style="list-style-type: none"> Working hours: 9am-6pm Postal code: 228095
Strategic Business & Inside Sales Executive 	<p>Key Responsibilities</p> <p><u>Account Management</u></p> <ul style="list-style-type: none"> Develop and service assigned clients' account consisting of various government agencies Responsible for growing account revenue and accountable to the assigned accounts within the FY and developing deep customer relationships and updating customer profiling accurately Continually engage and establish relationships with stakeholders, customers and additionally, expand customers' profile 	<ul style="list-style-type: none"> Working hours: 9am-6pm Postal code: 228095

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Understanding customers' needs, coordinate proposals from presales and provide a concise quotation for their consideration. Follow up, expedite and liaise with customers in all matters relating to the projects, payment, renewal and events / training; ensure customers are satisfied with deliverables <p><u>Sales Operations Management</u></p> <ul style="list-style-type: none"> Coordinate Tender Briefing and lead Bid Review with Presales Accountable for ensuring completion and quality of tender proposal in conjunction with pre-sales teams Preparation of quotations for customer's reference for opportunities (BQ/RFI/RFP/ITTQ/ITT) Track and ensure that timelines are met and updates are submitted to other functional teams Drive alignment with other functional teams and orchestrate appropriate resources for customer engagement <p>Pre-requisites</p> <ul style="list-style-type: none"> Minimally a Diploma / Degree in any field 1 -2 years' experience in the Security Industry environment 	





#8 TEKsystems


TEKsystems is a global headhunting and technology staffing firm, partnering with over 6,000 clients—including 80% of the Fortune 500. We scale teams, transform talent strategies, and secure niche skills to drive business transformation. We're part of Allegis Group, a global leader in talent solutions.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Business Support Associate  	<p>Key Responsibilities</p> <ul style="list-style-type: none"> End to end onboarding of new external consultants in a timely and compliant manner, including: <ul style="list-style-type: none"> Contract generation Manage background checks Employment pass applications & renewals, where necessary Medical insurance enrolments Personnel file management Delivering onboarding briefings Manage contract extensions and variations Operational account management Ensure invoicing occurs in alignment with required timelines Contribute to management of the team case-resolution mailbox Active management and support of timesheet collection process 	<ul style="list-style-type: none"> Working hours: 8.30am - 5.30pm Postal code: 038985

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Ongoing engagement with contractors, clients and sales team throughout assignments with a view to delivering exceptional customer experience Manage smooth offboarding of external consultants, ensuring timely payment of final salary and entitlements. <p><u>Contractor Care</u></p> <ul style="list-style-type: none"> Partner with stakeholders to resolve contractor issues related to onboarding, payroll, timesheets, work passes, leave, insurance and offboarding Ensure contractor queries and requests are handled in a satisfactory manner and in accordance with team SLAs <p><u>Business Partnering</u></p> <ul style="list-style-type: none"> Work collaboratively with Sales and Billings teams to drive timely and accurate invoicing Partner with sales team to problem solve client and contractor issues as required Act as the connector between external consultants, sales team and Service Centre Tender submission support Contribute to the continuous improvement of sales support processes Preparation of weekly & monthly business reports <p><u>Quality Control</u></p> <ul style="list-style-type: none"> Work with Commercial Team to understand compliance requirements of all new clients, and ensure all contractual obligations are fulfilled during the contractor's life cycle Assist in Government recruitment legislative reporting as required <p><u>Ad Hoc Responsibilities</u></p> <ul style="list-style-type: none"> Proactive involvement in ad hoc business improvement projects and workgroups <p>Pre-requisites</p> <ul style="list-style-type: none"> Open to fresh grads, willingness to learn is key A team player who enjoys helping others around them Sales support & operations background in HR / Recruitment will be ideal Meticulous, Strong communicator, good stakeholder management skills Takes on new opportunities with a sense of urgency, high energy, and enthusiasm. 	
Delivery Lead 	<p>Key Responsibilities</p> <p><u>Project Delivery</u></p> <p>In line of our commercial commitments and deliverables/expectations of the Client:</p>	<ul style="list-style-type: none"> Working hours: 8.30am - 5.30pm Postal code: 038985


Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Consolidate and provide status reporting regarding resources on engagement as defined by client via Monthly or Quarterly Reviews. Manage revenue tracking Consolidate project status and budget information across project portfolio. Perform issue management and facilitate issue resolution with proper notification to all affected parties. Understand escalation protocol between consultants, client assignment managers, and internal parties. Identify and coordinate the change control process. <p>Account Management</p> <ul style="list-style-type: none"> Responsible for onboarding and offboarding consultants. Responsible for time keeping and scheduling processes as they relate to TEKsystems consultants. Manage required Communication Plan Participate in Account Strategy with internal stakeholders. Understand and manage orientation process with consultants. <p>Management Responsibilities</p> <ul style="list-style-type: none"> Develop and maintain project related documentation including processes, tools and procedures in accordance with the TEKsystems Methodology Life Cycle. Understand and manage customer requirements to ensure contract compliance and customer satisfaction. <p>Pre-requisites</p> <ul style="list-style-type: none"> Excellent oral and written communication skills with a knack for building rapport quickly Proven ability to forge strong relationships, even in the face of challenges. Familiarity with contingent labour and staffing agency dynamics Understanding of Statement of Work (SOW) and contractual obligations in supplier-client relationships Extensive experience in direct interactions with external end clients Proficient in questioning, facilitating discussions, and extracting information for analytical purposes. Demonstrated excellence in written communication, exemplified through client-facing documentation. Capable of distilling diverse information (both verbal and derived) into concise, valuable reports Possesses problem-solving and analytical thinking abilities. Highly organized with good time management and organisational skills Numerically adept with a grasp of financial and project budget reporting Self-driven and committed to personal growth and development. 	

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Demonstrates a proactive approach and can work independently. 	
Merchant Sales Specialist  	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Prospect and engage F&B merchants through high-volume outreach across cold calls, email, LinkedIn, WhatsApp, and other outbound channels. Qualify inbound and outbound leads based on merchant profiles, operational readiness, and interest in digital reservation or SaaS tools. Schedule sales meetings for the outbound team, preparing detailed briefing sheets with relevant insights and data. Maintain and update CRM records (e.g. Salesforce, Streak), ensuring a clean and organized pipeline. Work closely with the Merchant Sales Team to align on lead quality, qualification criteria, and campaign outcomes. Track daily and weekly metrics on outreach, meetings booked, and conversion rates. Participate in regular training to stay up-to-date on Chope's product offerings, market developments, and sales best practices. <p>Pre-requisites</p> <ul style="list-style-type: none"> Diploma or degree in business, marketing, communications, or a related field. 0.6 months to 3 years of experience looking to get into sales (intern experience is also considered). Excellent verbal and written communication skills, with a professional and engaging phone presence. High attention to detail and precision in documentation and CRM management. Resilience and motivation to thrive in a high-volume, target-driven environment. 	<ul style="list-style-type: none"> Working hours: 10am to 7pm Postal code: 038985
Recruiter  	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Being a subject matter expert in the technology domain to help people reach their career goals. Aligning your candidates' career aspirations with our clients' hiring needs by sourcing and screening candidates, coordinating the interview process, and facilitating offers and employment negotiations. Building relationships with people in the market through face-to-face, phone, and video meetings Proactively introducing candidates to clients to uncover new opportunities for them. Staying up to date on recruiting trends and best practices in the IT space Working with your team members to build a collaborative, supportive, and friendly culture. Identifying opportunities to increase efficiency and results for the team. 	<ul style="list-style-type: none"> Working hours: 8.30am - 5.30pm Postal code: 038985


Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	Pre-requisites <ul style="list-style-type: none"> • A strong entrepreneurial work style • A positive learning attitude and driven mindset • A love of sales and building new candidate/client relationships • Passion for wanting a career and learning to be the best in your field • A team player who enjoys helping others around them 	
Sales Specialist 	Key Responsibilities <ul style="list-style-type: none"> • Customer Assistance: Support customers in selecting the right rental vehicle based on their preferences, usage needs, and budget. • Sales Generation: Handle walk-ins and inbound inquiries via phone and email, converting interest into bookings and exceeding daily sales targets. • Product Knowledge: Maintain up-to-date knowledge of available vehicle models, rental policies, insurance packages, and product bundles. • Reservation Management: Process bookings and rental agreements accurately, while keeping documentation and administrative work in order. • Upselling & Cross-Selling: Identify opportunities to recommend optional products such as insurance, damage coverage, or premium bundles to increase customer satisfaction and drive additional revenue. • Customer Relationship Management: Follow up with existing clients to gather feedback, resolve issues, and nurture long-term loyalty. Pre-requisites <ul style="list-style-type: none"> • Prior experience in sales, customer service, or telemarketing is highly preferred. • Proficient in both English and Chinese to support a diverse customer base. • Confident communicator with strong interpersonal skills and a customer-first mindset. • Comfortable working in a fast-paced, target-driven environment. • Able to commit for at least 6 months preferred, with a potential extension. 	<ul style="list-style-type: none"> • Working hours: 945am to 6:45pm or 10am to 7pm • Postal code: 038985


#9 TÜV SÜD PSB


TÜV SÜD is a Global MNC in the business of testing, inspection, and certification. We test, inspect, and certify products, systems, and infrastructures to ensure their safety, performance and reliability and that they comply to international standards and directives.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Digital Solutions Engineer (1-Year Contract) 	<p>Key Responsibilities</p> <p>We are seeking a motivated and technically versatile Digital Solutions Engineer for a 1-year contract to support ongoing digital transformation initiatives in both our Lift Manager platform and Inspection business unit. The ideal candidate will work on tasks spanning Power Platform development, data migration, backend support, and technical troubleshooting involving sensors/hardware in the field.</p> <p><u>Digital Solutions for Inspection Business</u></p> <ul style="list-style-type: none"> • Migrate data from SharePoint Lists to Microsoft Dataverse for better performance and offline capability. • Develop and enhance PowerApps, particularly enabling offline inspection forms using Dataverse backend. • Refactor and develop existing Python report generation app to pull data from Dataverse instead of SharePoint. • Build OCR functionality to extract handwritten content and auto-fill forms in PowerApps. • Integrate WhatsApp/Email bot interfaces to trigger report generation without VPN or portal access. • Conduct data analysis using Python/SQL on inspection records to derive operational insights: • Develop dashboards for management reporting • Automate workflows to reduce manual load on inspectors <p><u>Lift Manager Platform</u></p> <ul style="list-style-type: none"> • Provide technical support and development for Lift Manager • Use Azure DevOps for basic CI/CD operations. • Work with Azure Kubernetes Service, Docker, and Python for backend development. • Support MongoDB-related queries, updates, and performance tuning. • Assist in occasional on-site support related to lift hardware/sensor issues. • Participate in BCA audits and ad-hoc hardware troubleshooting when needed. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Bachelor's Degree in Computer Science, Information Systems, Business Analytics, Engineering or related disciplines. • 0 to 4 years of experience in a similar software development or digital solutions role. (Fresh graduates welcome to apply) • Hands-on experience with Microsoft PowerApps and Dataverse is essential. 	<ul style="list-style-type: none"> • Working hours: 8:30am - 6pm • Postal code: 609937

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Strong programming skills in Python (especially for data analysis, scripting and automation). Familiarity with OCR technologies and chatbot integration (WhatsApp/Email preferred). Willingness to perform field visits and support on-site troubleshooting with hardware/sensors. 	
Engineer (Cable Testing) 	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Handle customers' feedback and enquiry Perform and evaluate tests on power cables to International Standards as well as fiber optic testing and new business areas. Prepare Work Instructions, test and inspection reports Collaborate with vendors and other departments to resolve engineering issues or testing requirements Coordinate with clients, suppliers and sub-contractors to ensure smooth execution of projects Maintain and upkeep test facilities and equipment Undertake process improvement projects on testing facilities and services on a yearly basis Liaise with calibration bodies on calibration issues and manage all equipment's' calibration Project planning to ensure the project meets the deadline Participate in ISO/IEC 17025 audit yearly Provide professional advice or solutions to customers Travel for overseas projects occasionally Actively promote and embed Equality Diversity and Inclusion (EDI) in all work, and support and comply with all organizational initiatives, policies and procedures on EDI. The job holder has to behave at all times in a manner consistent with all applicable local laws, TÜV SÜD Company values and Code of Ethics and to actively promote this to others as well. Take reasonable care to ensure your own and others' health and safety. Advocate and promote the Company's Health, Safety and Well-being strategy and policies. Ability to take on short-term travel within ASEAN region. <p>Pre-requisites</p> <ul style="list-style-type: none"> Bachelor's Degree in Computer Science, Information Systems, Business Analytics, Engineering or related disciplines. 0 to 4 years of experience in a similar software development or digital solutions role. (Fresh graduates welcome to apply) Hands-on experience with Microsoft PowerApps and Dataverse is essential. Strong programming skills in Python (especially for data analysis, scripting and automation). Familiarity with OCR technologies and chatbot integration (WhatsApp/Email preferred). Willingness to perform field visits and support on-site troubleshooting with hardware/sensors. 	<ul style="list-style-type: none"> Working hours: 8:30am - 6pm Postal code: 609937

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Senior Executive, Sales Process & Systems Analysis 	<p>Key Responsibilities</p> <p><u>Sales Data Integration & System Setup</u></p> <ul style="list-style-type: none"> Design and implement systems to retrieve live sales and order data from SAP, Microsoft Dynamics, and order management system. Ensure seamless data flow and synchronization between various platforms for real-time visibility in entire sales process. <p><u>Dashboard Development & Performance Tracking</u></p> <ul style="list-style-type: none"> Build and maintain interactive dashboards in Power BI, Tableau, or Microsoft Dynamics. Develop and maintain interactive dashboards to track performance KPIs such as lead-to-order conversion, order execution status, and service delivery timelines. <p><u>AI-Driven Sales Process Automation</u></p> <ul style="list-style-type: none"> Design AI modules for automating sales order processing including inquiry responses, quotations, certification submission and customer NPS (Net Prompter Score) & customer satisfaction score. Collaborate with IT and / or subcontractors to ensure smooth implementation and scalability. <p><u>Data Analysis & Process Optimization</u></p> <ul style="list-style-type: none"> Analyze sales data to identify trends, bottlenecks, and opportunities for improvement. Present actionable insights to sales leadership for productivity and revenue growth. <p><u>Project Management & Continuous Improvement</u></p> <ul style="list-style-type: none"> Gather user feedback and monitor system usage to identify areas for improvement. Propose and implement enhancements to the systems of SAP, Microsoft Dynamic, order management system to improve operational efficiency. Conduct training and support sessions for sales teams on new tools and processes. Manage operational projects to ensure timely billing and customer satisfaction. <p>Pre-requisites</p> <ul style="list-style-type: none"> Bachelor's degree in information systems, Computer Science, Business Administration, Engineering, or related fields. At least 5 years in business systems, sales operations, or CRM/data analytics. Proven experience with automation tools (Power Automate, Azure AI, Python) and dashboarding solutions (Power BI, Tableau). Background in regulated industries (certification, testing, inspection, manufacturing) is a strong plus. 	<ul style="list-style-type: none"> Working hours: 8:30am - 6pm Postal code: 609937

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Technical Executive (Lab Support) - 1 year contract 	Key Responsibilities <ul style="list-style-type: none"> • Perform Media Preparation and quality control of prepared media • Support in Microbiological analysis (food, water, pharma samples) • Support Inventory management • Maintain and upkeep test equipment and instrument to ensure compliance with laboratory quality system • Other assigned laboratory duties from manager i.e. recording temperature record, balance calibration, etc. Pre-requisites <ul style="list-style-type: none"> • Keen eye for detail/meticulous • No experience required 	<ul style="list-style-type: none"> • Working hours: 8:30am - 6pm • Postal code: 609937

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#10 e2i SERVICES





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):

<p> e2i Career Centre (DNI) Devan Nair Institute for Employment and Employability 80 Jurong East St 21 Level 2 Singapore 609607</p>	<p>Operating Hours Mondays: 2:30pm to 5pm Tuesdays to Fridays: 9am to 5pm Saturdays: 9am to 1pm Sundays & Public Holidays: Closed</p>	<p>Nearest MRT East-West Line (Green Line) North-South Line (Red Line) Station Name: Jurong East</p>
<p> e2i Career Centre (OMB) One Marina Boulevard 1 Marina Boulevard #B1-03 Singapore 018989</p>	<p>Operating Hours Mondays: 2:30pm to 5pm Tuesdays to Fridays: 9am to 5pm Saturdays: 9am to 1pm Sundays & Public Holidays: Closed</p>	<p>Nearest MRT East-West Line (Green Line) North-South Line (Red Line) Station Name: Raffles Place Downtown Line (Blue Line) Station Name: Downtown</p>
<p> e2i Career Centre (OTH) ServiceSG Centre Our Tampines Hub 1 Tampines Walk #01-21 Singapore 528523</p>	<p>Operating Hours Mondays: 2:30pm to 5pm Tuesdays to Fridays: 9am to 5pm Saturdays: 9am to 1pm Sundays & Public Holidays: Closed</p>	<p>Nearest MRT East-West Line (Green Line) Downtown Line (Blue Line) Station Name: Tampines</p>
<p> e2i Career Centre (WCC) ServiceSG Centre Woodlands, 900 South Woodlands Drive, #03-01A Woodlands Civic Centre, Singapore 730900</p>	<p>Operating Hours (Face-to-face/virtual coaching) Mondays to Fridays: 9am to 5pm Saturdays: 9am to 1pm Sundays & Public Holidays: Closed</p>	<p>Nearest MRT North-South Line (Red Line) Thomson-East Coast Line (Brown Line) Station Name: Woodlands</p>

NTUC Job Security Council's Telegram Channels

Be alerted daily on the latest job vacancies from hiring companies

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



- Subscribe to **Non-PMET Jobs-Alert**
(e.g. Temporary, Part Time Jobs, Operators, Packer Roles, etc.)
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