

# Virtual Job Fair in Partnership with ServiceSG (Keat Hong) - Cleaning Sector

## 21 July to 3 Aug 2025

### JOB LISTING BOOKLET



As part of our effort to save the environment,  
please return this booklet at the exit after  
you have completed **all** interviews.

About e2i (Employment and Employability Institute)

Legend:  – PMET Roles



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

## Participating Companies

[Click on the specific role to view more details]


<b>#1 ISS Facility Services Pte Ltd</b>	<b>4</b>
• Assistant Facility Manager (NUH) 	4
• Assistant Facility Manager (SGH) 	6
• Building Engineer (OCH) 	8
• Building Technician (KTPH) 	11
• Building Technician (NUH) 	11
• Building Technician (OCH) 	12
• Electronics Engineer (SGH) 	13
• Facility / Operation Executive (Neste) 	15
• Facility Executive (SGX) 	18
• Food Service Ambassador (NUH)	19
• FRC Technician (KTPH) 	20
• FRC Technician (SGH) 	21
• General Technician (NUP) 	21
• General Technician (OCH) 	23
• General Technician (SGH) 	24
• GMP Cleaner	25
• Healthcare Support Associate (NUH)	25
• High Touch Cleaner ( TTSH ) 	25
• Housekeeper (OCH/Tengah/West)	26
• Inpatient Housekeeper ( TTSH )	26
• M&E Engineer (SGH) 	26
• Mechanical Technician (OCH) 	28
• Mechanical Engineer (SGH) 	29

Legend:  – PMET Roles

• Operations Supervisor (SGH) .....	31
• Outpatient Housekeeper ( TTSH )  .....	32
• Patient Transfer Porter (Mount Elizabeth).....	33
• Patient Transfer Porter (SGH) .....	33
• Sanitization Support Associate (NUH) .....	34
• Store man (Lonza - Tuas)  .....	35
• Store man (SGH).....	36
• Tea Lady .....	37
• Technical Officer (OCH)  .....	38
• Technician (Lonza - Science Park)  .....	39
• Trolley Delivery Assistant (SGH) .....	40
<b>#2 LS 2 Services .....</b>	<b>40</b>
• Cleaner .....	40
• Cleaner Team Leader .....	41
• Maintenance Technician .....	41
• Supervisor .....	42
<b>e2i Services.....</b>	<b>43</b>


## #1 ISS Facility Services Pte Ltd

ISS, a leading workplace experience and facility management company, provides placemaking solutions that contribute to better business performance and makes life easier, more productive and enjoyable – delivered to high standards by people who care. ISS believes that people make places and places make people. From strategy through to operations, ISS partners with over 60,000 customers in 30+ countries to deliver places that work, think and give and is served by more than 400,000 employees who connect people and places every single day. It is headquartered in Copenhagen, Denmark.


Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<b>Assistant Facility Manager (NUH)</b> 	<ul style="list-style-type: none"> <li>Degree in Mechanical, Electrical Engineering or Facilities Management discipline with minimum 5 years' experience in facilities maintenance, including 2 years in healthcare or Diploma in Mechanical, Electrical Engineering or Facilities Management discipline with minimum 10 years' experience in facilities maintenance, including 2 years in healthcare.</li> <li>Hold a detailed understanding of building procedures and infrastructure</li> <li>Proven experience of having a flexible approach and the ability to work under pressure</li> <li>A working appreciation of contracts and contract management</li> <li>Track record of leading, motivating and developing teams</li> <li>Flexible in working hours to meet the needs of the business</li> <li>Understanding related trades in ACMV, Mechanical, Electrical, Building and BASCO/FRC</li> </ul>	<ul style="list-style-type: none"> <li>Drive and ensure compliance with legislation &amp; Health &amp; Safety practices and procedures in accordance with the site requirements and company's values.</li> <li>Attend to Client &amp; Service Partners meetings.</li> <li>Ensure SLA Delivery</li> <li>Control of client's procedures, and drive operational efficiency and effectiveness</li> <li>Review plant and system performance and alert client on areas of concern</li> <li>Establish buildings inspections and regular site audits to ensure compliance to contract</li> <li>Management of suppliers in the delivery of subcontracted services</li> <li>People management of the engineering technicians, engineers and managers at site</li> <li>Management of local site facilities maintenance budget and ensure company's profitability</li> <li>Conform to internal reporting procedures for timesheets, expenses and other processes as required</li> <li>Familiar with Profit and Loss will be advantageous</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5.5 days / week</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Location:</b> 5 Lower Kent Ridge Road Singapore 119074</li> </ul>

Click Here for Table of Content

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	<ul style="list-style-type: none"> <li>• Basic knowledge of space planning and utilization would be good to have</li> <li>• Good stakeholder management and able to engage with Senior Management confidently</li> <li>• Able to commit to 5.5 days work week with possibility of staggered rest days implemented due to operational requirements</li> <li>• Able to adapt in working in a hospital setting and adhering to hospital PPE requirements.</li> <li>• Able to attend in the event whereby the breakdown requires after office hours and/or weekends.</li> <li>• Possess certification of Fire Safety Manager (SCDF) will be advantageous</li> </ul>	<ul style="list-style-type: none"> <li>• Undertake strategic teams' development and progression plan to achieve higher competency and service delivery</li> <li>• Undertake responsibility during incident and emergency incidents of building(s) assigned or on rotating assignment of Duty Manager</li> <li>• Undertake responsibility &amp; management to the team's alignment with the overall client's expectations and contractual requirements, including achieving KPIs and support the operations in general maintenance and customer support.</li> <li>• Undertake responsibility &amp; management to the team's coordination and/or fix-it tasks within the framework of the allocated resources</li> <li>• Undertake responsibility &amp; management to the team's resources available to meet daily operational requirements</li> <li>• Undertake responsibility &amp; management to the team's identification of competency gaps in the team members and to train staff accordingly.</li> <li>• Undertake responsibility &amp; management to the team's organizational and operational requirements in all maintenance works, operations, fault reporting, QEHS, fire safety management, crisis management and ad-hoc issues.</li> </ul>	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Manage and foster positive working relationship with key stakeholders in the customer organization.</li> <li>Undertake any other responsibility or attend to any duties as assigned by Facilities Manager.</li> </ul>	
<b>Assistant Facility Manager (SGH)</b> 	<ul style="list-style-type: none"> <li>Degree in Mechanical, Electrical Engineering or Facilities Management discipline with a minimum of 5 years' experience in facilities maintenance, including 2 years in healthcare or</li> <li>Diploma in Mechanical, Electrical Engineering or Facilities Management discipline with minimum 10 years' experience in facilities maintenance, including 2 years in healthcare.</li> <li>Hold a detailed understanding of building procedures and infrastructure</li> <li>Proven experience of having a flexible approach and the ability to work under pressure</li> <li>A working appreciation of contracts and contract management</li> <li>Track record of leading, motivating and developing teams</li> <li>Flexible in working hours to meet the needs of the business</li> <li>Understanding related trades in ACMV, Mechanical, Electrical, Building and BASCO/FRC</li> </ul>	<ul style="list-style-type: none"> <li>Drive and ensure compliance with legislation &amp; Health &amp; Safety practices and procedures in accordance with the site requirements and the company's values.</li> <li>Attend Client &amp; Service Partners meetings.</li> <li>Ensure SLA Delivery</li> <li>Control of client's procedures, and drive operational efficiency and effectiveness</li> <li>Review plant and system performance and alert client on areas of concern</li> <li>Establish buildings inspections and regular site audits to ensure compliance to contract</li> <li>Management of suppliers in the delivery of subcontracted services</li> <li>People management of the engineering technicians, engineers and managers at site</li> <li>Management of local site facilities maintenance budget and ensure company's profitability</li> <li>Conform to internal reporting procedures for timesheets, expenses and other processes as required</li> <li>Familiar with Profit and Loss will be advantageous</li> <li>Undertake strategic teams' development and progression</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5.5 days / week</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Location:</b> 1 Hospital Drive Singapore 169608</li> </ul>



Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Basic knowledge of space planning and utilization would be good to have</li> <li>• Good stakeholder management and able to engage with Senior Management confidently</li> <li>• Able to commit to 5.5 days work week with possibility of staggered rest days implemented due to operational requirements</li> <li>• Able to adapt in working in a hospital setting and adhering to hospital PPE requirements.</li> <li>• Able to attend in the event whereby the breakdown requires after office hours and/or weekends.</li> <li>• Possess certification of Fire Safety Manager (SCDF) will be advantageous</li> </ul> <p>Skills</p> <ul style="list-style-type: none"> <li>• Ability to take initiative and effectively operate with general direction.</li> <li>• Excellent written and verbal communication skills.</li> <li>• Strong organizational and analytical skills.</li> <li>• Independent, able to work with minimum supervision and have a good understanding of critical workflow</li> <li>• Pro-active, ability to prioritize work and achieve desired result</li> </ul>	<ul style="list-style-type: none"> <li>• plan to achieve higher competency and service delivery</li> <li>• Undertake responsibility during incident and emergency incidents of building(s) assigned or on rotating assignment of Duty Manager</li> <li>• Undertake responsibility &amp; management to the team's alignment with the overall client's expectations and contractual requirements, including achieving KPIs and support the operations in general maintenance and customer support.</li> <li>• Undertake responsibility &amp; management to the team's coordination and/or fix-it tasks within the framework of the allocated resources</li> <li>• Undertake responsibility &amp; management to the team's resources available to meet daily operational requirements</li> <li>• Undertake responsibility &amp; management to the team's identification of competency gaps in the team members and to train staff accordingly.</li> <li>• Undertake responsibility &amp; management to the team's organizational and operational requirements in all maintenance works, operations, fault reporting, QEHS, fire safety management, crisis management and ad-hoc issues.</li> <li>• Manage and foster positive working relationships with</li> </ul>	


Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Ability to provide efficient, timely, reliable and courteous service to customers.</li> <li>• Ability to respond effectively to sensitive issues.</li> <li>• Ability to solve problems involving several options in situations.</li> <li>• Advanced analytical and quantitative skills.</li> <li>• Good presentation and inter-personal skills to communicate effectively with staff of various nationalities.</li> <li>• Possess strong leadership &amp; management skills.</li> </ul>	<ul style="list-style-type: none"> <li>• key stakeholders in the customer organization.</li> <li>• Undertake any other responsibility or attend to any duties as assigned by Facilities Manager.</li> </ul>	
<b>Building Engineer (OCH)</b> 	<ul style="list-style-type: none"> <li>• Degree in Civil Engineering / FM / Architectural discipline with a minimum of 3 years experience</li> <li>• Preferably a minimum of 2-3 years of working experience in a facility management environment</li> <li>• Pro-active, ability to prioritize work and achieve desired result</li> <li>• Independent, able to work with minimum supervision and have a good understanding of critical workflow</li> <li>• Proficient in Microsoft Office - Words, Excel and PowerPoint</li> <li>• Able to commit to 5.5 work week with staggered rest days implemented due to</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for building services such as Civil, Structural, infrastructure works, namely:</li> <li>• External and internal Walls including repairs and painting</li> <li>• Painting and maintenance of service pipes</li> <li>• Walkways, ramps, footpaths, staircase, hand railing and circulation spaces</li> <li>• Roads, elements, road signs and Road curbs,</li> <li>• Walkway shelters, awnings, overhangs, canopy and covers</li> <li>• Walls and partitions</li> <li>• False ceiling boards including framework and paintwork</li> <li>• Architectural finishes such as Floor Tile/Ceramic Tile, vinyl flooring and epoxy coated floor</li> <li>• Drain pipe, Floor trap, Rainwater pipes, gutters and flashings.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5.5 days / week</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location:</b> 10 Hospital Boulevard Singapore 168582</li> </ul>




Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	operational requirements	<ul style="list-style-type: none"> <li>• Inspection of Building Structures, earth retaining structures, civil/structural elements, slope, handrails</li> <li>• Coordination with PE on certification.</li> <li>• Internal and external drainage, plumbing, sanitary and sewer systems above ground and underground</li> <li>• Ensure all work is carried out safely and in accordance with safety work procedures.</li> <li>• Provide support and advice to technical officer and technicians on Building Services.</li> <li>• Review, update and maintain any building related drawings etc.</li> <li>• Manage and guide a team of Technical Officer and technicians in attending to breakdown calls as well as their performance</li> <li>• Investigate and determine root cause of faults and report</li> <li>• Carry out analysis on poor performing equipment.</li> <li>• Prepare and submit Incident Report in a timely manner</li> <li>• Develop working schedule / duty roster of the Technical Officer and Technicians.</li> <li>• Responsible for implementing preventive and corrective maintenance program in accordance with the standards, all corporate policies and legislated regulations</li> <li>• Liaison with OEM / building contractor for all building services &amp; regularly solicit feedback from maintenance</li> </ul>	


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		<p>staff regarding fault status and feedback to users.</p> <ul style="list-style-type: none"> <li>• Conduct regular inspection of existing mechanical system and its serviceability status.</li> <li>• Review service reports and escalate any finding or action that is required</li> <li>• Assist in the Development, maintenance and the regular review and test of SOP/EOP.</li> <li>• Assists in Business Continuity, Emergency Operations and Exercises such as Fire Drill/Evacuation exercise, major equipment breakdowns, major power shutdown, disease outbreak and incidents where deemed to be of top priority. Activates Recall protocol for emergency situation.</li> <li>• Participate with the client on site walkabout as and when required.</li> <li>• Provide training to technician /technical officers, and technicians as and when necessary.</li> <li>• Review service reports and escalate any finding or action that is required.</li> <li>• Advice and lead the technical investigation / troubleshooting for rectification works. Investigate and determine root cause of faults and report.</li> <li>• Undertake any ad hoc assignment requested or delegated by the AFM/FM as required for the operational needs.</li> </ul>	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<b>Building Technician (KTPH)</b> 	<ul style="list-style-type: none"> <li>Nitec / Higher Nitec / in Building / Mechanical / Electrical Engineering or equivalent</li> <li>Possess technical knowledge of general building systems</li> <li>Minimum 2 years of relevant experience as Building Technician or similar capacity</li> <li>Familiarity with building maintenance practices and safety procedures is preferred</li> <li>Organized and have good interpersonal skills.</li> <li>Pro-active, independent, able to work with minimal supervision and perform under pressure;</li> </ul>	<ul style="list-style-type: none"> <li>Work safely in accordance with HSE regulations and policies</li> <li>Coordinate, supervise and perform building facility maintenance and rectification</li> <li>Facilitate interface with suppliers and term contractors for regular and ad-hoc maintenance activities</li> <li>Conduct routine checks including air-conditioning system, electrical, fire protection, plumbing system, etc. to ensure they are operating correctly</li> <li>Identify potential issue and highlight to supervisor/manager proactively</li> <li>Respond to users' requests and alarms and report any fault to the supervisor</li> <li>Perform preventive and corrective maintenance for building facilities and services including plumbing systems</li> <li>Conducting the necessary mitigations in order to make safe, isolate fault and resume operation</li> <li>Troubleshoot and rectify minor maintenance issues (bulb replacement, plumbing and part replacement)</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5.5 days / week</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Location:</b> 90 Yishun Central Singapore 768828</li> </ul>
<b>Building Technician (NUH)</b> 	<ul style="list-style-type: none"> <li>Educational qualifications with either of the following:</li> <li>Higher NITEC (or equivalent) in relevant FM discipline, with a minimum of 3 years relevant experience; or</li> <li>NITEC (or equivalent) in relevant FM discipline, with a minimum of 5</li> </ul>	<ul style="list-style-type: none"> <li>Preparing the list of works, materials, tools, machineries, and other things to be used.</li> <li>Planning of works for the task given.</li> <li>Conduct inspection before and after the work.</li> <li>Able to communicate with the User</li> <li>Communicate closely to Supervisors by updating the</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5.5 days / week</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Location:</b> 5 Lower Kent Ridge Road</li> </ul>

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>years relevant experience; or</p> <ul style="list-style-type: none"> <li>• Minimum SEC (Skill Evaluation Certification) of relevant FM discipline accredited by BCA, with minimum 5 years relevant experience; or Minimum 10 years of experience.</li> <li>• Able to work in a hospital setting</li> <li>• Able to commit to 5.5 work week with staggered rest days implemented due to operational requirements</li> <li>• Able to work Overtime as and when operational requirements or work urgency entails.</li> </ul>	<p>works such as before, progress, after or completion of works on site.</p> <ul style="list-style-type: none"> <li>• To attend and assist in firefighting, major breakdown such as pipe burst, ceiling collapse, leaking, choke, etc., when there is an outbreak.</li> <li>• Routine servicing, repairs and replacement of spares, consumable materials, items and components to all systems and equipment to ensure that they are operational.</li> <li>• Knowledge in repairing of door accessories and hardware, painting works, carpentry.</li> <li>• Hands-on support to Building operations</li> <li>• Responsible for any ad hoc duties tasked by direct Supervisor or Management</li> <li>• Carry out preventive and corrective maintenance of the designated Building premises.</li> <li>• Documentation of scheduled routine findings and rectification.</li> <li>• Attend to all work orders issued by the operations and management</li> <li>• Knowledgeable in repairing of plumbing , sanitary fitting &amp; fixtures.</li> <li>• Daily routine inspection on building premise, Building fixtures and fittings etc.</li> <li>• To handle &amp; manage external Specialist contractors awarded jobs on-site.</li> </ul>	Singapore 119074
<b>Building Technician (OCH)</b> 	<ul style="list-style-type: none"> <li>• The technician shall have at least 1 to 2 years of experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Able to hands-on and perform retrofitting works, A&amp;A works, maintenance works for both minor and major works</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5.5 days / week</li> </ul>

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	<ul style="list-style-type: none"> <li>The technician shall have a minimum NITEC or higher NITEC or equivalent.</li> <li>A technician is expected to be able to work independently.</li> <li>The candidate is expected to be stationed on site during his work shift.</li> <li>Familiarity with retrofitting, A&amp;A works, and building maintenance practices and safety procedures is preferred.</li> <li>Organized, neat, tidy, well-groomed, and have good interpersonal skills.</li> <li>Pro-active and able to work with minimal supervision and perform under pressure.</li> <li>Boom lift, scissors lift, rope access, confined space, welding cert, scaffold cert, or any other work-related license or cert, and trained in relevant working experience will be an added advantage.</li> </ul>	<ul style="list-style-type: none"> <li>in civil work, plumbing &amp; sanitary works.</li> <li>Perform preventive and corrective maintenance for building facilities and service systems.</li> <li>Conduct routine checks including building components and elements.</li> <li>Able to troubleshoot maintenance issues.</li> <li>To liaise with the suppliers and/or subcontractor.</li> <li>Able to solve problems with groundwork, giving cost-effective and practical proposals, and recommendations for those works beyond repairs</li> <li>Any other duty as assigned by your supervisor/engineer/manager</li> </ul>	<ul style="list-style-type: none"> <li><b>Employment Type:</b> Full Time</li> <li><b>Location:</b> 10 Hospital Boulevard Singapore 168582</li> </ul>
<b>Electronics Engineer (SGH)</b> 	<ul style="list-style-type: none"> <li>Diploma or Degree in Engineering (Electronic, Electrical) with minimum ten (10) years or three (3) years relevant working experience.</li> <li>Able to commit to 5.5 days work week</li> <li>Comfortable to be working in hospital</li> </ul>	<ul style="list-style-type: none"> <li>To supervise the supervisor and technician, lead and manage the day-to-day operations as outsourced facility management service provider in the specific area to take a fresh look at the hospital facilities and provide best practices in engineering maintenance so as to achieve a safer environment for patients, visitors and staff.</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5.5 days / week</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Location:</b> 1 Hospital Drive Singapore 169608</li> </ul>


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		<ul style="list-style-type: none"> <li>• Experience in Electronic repair and maintenance works</li> <li>• Able to operate building automated system (BMS)</li> <li>• To manage the team consists of technicians, supervisor in the respective areas or central operations to carry out daily front end engineering maintenance works and ensuring excellency in operational supports to various specialist clinics, wards, operating theatres, retail shops, back of the house etc.</li> <li>• To manage the customers and end users' relationship and meet customer and end user's expectations with reference to the KPI and service level agreement spelt out in the contract.</li> <li>• Strategize, plan and implement business processes and procedure aligning with the operational requirements of the Outram Community Hospital</li> <li>• To continue to seek for opportunity to improve and enhance the structure, working hours and shift detailing and the supports of supervisor and technician to support the hospital operations to a new level.</li> <li>• To work closely with the client to identify opportunities to improve the facilities and generate additional revenue by securing additional works</li> <li>• To address principal concerns from the client on Fix IT program and devise system to</li> </ul>	

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		<p>improve it by working closely with the team</p> <ul style="list-style-type: none"> <li>To obtain quotation from sub-contractor and process purchase order for all repair works and work with all sub-contractors to perform repair works to maintain the facilities within the improving expectations of the client</li> <li>To stabilize the team during upon operations and continued to seek improvement in the organization structure and operations process to improve support to the hospital.</li> <li>Identify engineering issues and troubleshooting to response to end users' request. Resolving and mitigating potential engineering problems and potential cause to system breakdown. Work closely with the Central Operations to tackle engineering problems.</li> </ul>	
<b>Facility / Operation Executive (Neste)</b> 	<b>Job Skills:</b> <ul style="list-style-type: none"> <li>Strong administrative skills.</li> <li>Technical knowledge and hands-on experience in maintenance and repairs, including door repairs and fire protection systems.</li> <li>Attention to detail.</li> <li>Ability to work independently and in a team.</li> <li>Good written and verbal communication skills in English.</li> </ul>	<b>Responsibilities</b> <ul style="list-style-type: none"> <li>Administrative Duties:</li> <li>Source parts and request quotations from vendors.</li> <li>Follow up on parts delivery to close orders.</li> <li>Obtain signed and endorsed Completion of Work (COW) from clients after job completion.</li> <li>Assist clients in preparing and recording respirators for mask fitting exercises.</li> <li>Update gas meter inventory lists after repairs.</li> <li>Monitor special tools inventory.</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5.5 days / week</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Location:</b> 1 Tuas South Lane Singapore 637301</li> </ul>


Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>Ability to provide efficient, timely, reliable, and courteous service to customers.</li> <li>Ability to respond effectively to sensitive issues.</li> <li>Problem-solving skills involving several options in situations.</li> <li>Well-versed in Microsoft Office.</li> </ul> <p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>Educational qualifications with either of the following:</li> <li>Diploma in Business Administration, Engineering, or a related field with a minimum of 3 years relevant experience.</li> <li>Well-versed in Microsoft Office (Word, Excel, PowerPoint, etc.).</li> <li>Technical certifications or training in maintenance, electrical, plumbing, or fire protection systems is a plus.</li> <li>Able to work overtime as and when operational requirements or work urgency entails.</li> <li>Able to work under critical time pressures and stress.</li> </ul>	<ul style="list-style-type: none"> <li>Assist clients to update monthly Wi-Fi passwords for all locations.</li> <li>Assist with weekly civil work schedules for submission.</li> <li>Assist with POs using SAP and SES systems (if required).</li> <li>Maintain PPE stores and ensure sufficient stock for daily withdrawals.</li> <li>Prepare PPEs for client withdrawals.</li> <li>Ensure sufficient stationery items for daily withdrawals in all buildings.</li> <li>Ensure disinfection materials are in place in all buildings.</li> <li>Ensure all Safety Data Sheets (SDS) are up to date.</li> <li>Prepare and update all civil work schedules on Google Calendar.</li> <li>Prepare monthly total man-hours reports for submission.</li> <li>Prepare summary charts on BBSO for monthly safety meetings.</li> <li>Update vendors' equipment servicing reports in client-shared folders.</li> <li>Assist with monthly reports for MA, WA, and SA.</li> <li>Assist with preparation of incident reports, if any.</li> <li>Assist with application of SIC trainings for vendors.</li> <li>Assist with OT submissions for technicians.</li> <li>Assist with claim or medical leave submissions for technicians.</li> <li>Ensure that vendors' Risk Assessments (RA) are updated and valid before the start of work.</li> </ul>	





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		<ul style="list-style-type: none"> <li>• Conduct quarterly stock takes for PPE.</li> <li>• Monitor and replenish bicycle/tricycle spares.</li> <li>• Consolidate and tabulate bicycle/tricycle repair quantities monthly.</li> <li>• Oversee janitor operations and monthly ordering.</li> <li>• Undertake duties/projects as instructed by superiors.</li> </ul> <p><b>Technical Duties:</b></p> <ul style="list-style-type: none"> <li>• Perform routine maintenance and repairs on equipment and facilities, including door repairs etc.</li> <li>• Troubleshoot and resolve technical issues related to machinery, electrical systems, plumbing, and doors.</li> <li>• Conduct regular inspections to ensure all equipment, facilities, and doors are in good working condition.</li> <li>• Provide technical support and guidance to team members and clients.</li> <li>• Ensure compliance with safety regulations and standards during technical tasks.</li> <li>• Maintain accurate records of maintenance and repair activities.</li> <li>• Coordinate with external vendors for specialized technical services when required.</li> <li>• Manage and maintain fire protection systems, including fire alarms, sprinklers, and extinguishers</li> <li>• Conduct regular inspections and maintenance of fire</li> </ul>	


Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		protection systems to ensure they are functioning properly <ul style="list-style-type: none"> <li>• Ensure compliance with fire safety regulations and standards</li> </ul>	
<b>Facility Executive (SGX)</b> 	<ul style="list-style-type: none"> <li>• Proven experience in project management and facilities management.</li> <li>• Strong organizational and multitasking skills.</li> <li>• Excellent communication skills to engage with customers, service providers, and internal teams.</li> <li>• Ability to manage and lead a team effectively.</li> <li>• Proficient in Microsoft Office and facilities management software.</li> <li>• Knowledge of M&amp;E services, pest control, and landscaping maintenance is a plus.</li> <li>• Strong attention to detail and problem-solving abilities.</li> <li>• Ability to work independently and manage multiple priorities.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Project Management:</b> Oversee projects from initiation to completion, ensuring timelines, budget, and quality standards are met. Ensure all relevant documentation is maintained.</li> <li>• <b>Facilities Management:</b> Manage the ongoing maintenance of facilities, including Mechanical &amp; Electrical (M&amp;E) services, pest control, and landscaping (both indoor and outdoor).</li> <li>• <b>Customer Engagement:</b> Act as the point of contact for customers and service providers, addressing concerns and ensuring satisfaction with services provided.</li> <li>• <b>Service Request Management:</b> Create and manage service request tickets, monitor the progress of requests, and ensure timely resolutions.</li> <li>• <b>Maintenance Records:</b> Update and maintain detailed records of all maintenance activities, including completed tasks and scheduled inspections.</li> <li>• <b>Service Request Reporting:</b> Generate and analyze service request reports to identify trends, track performance, and improve service delivery.</li> <li>• <b>Monthly Reporting:</b> Prepare and deliver comprehensive monthly reports on all facilities-related activities,</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 days / week</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location:</b> 2 Shenton Way Singapore 068804</li> </ul>


Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>maintenance, and service requests.</p> <ul style="list-style-type: none"> <li>• Meeting Coordination: Take accurate minutes during meetings, ensuring all action items and decisions are properly recorded and communicated.</li> <li>• Team Management: Lead and manage a team of cleaners, tea ladies, and events support staff, ensuring that tasks are completed efficiently and to a high standard.</li> <li>• Health and Safety Compliance: Ensure that all facilities operations are carried out in compliance with health, safety, and environmental regulations.</li> </ul>	
<b>Food Service Ambassador (NUH)</b>		<ul style="list-style-type: none"> <li>• A good understanding of all the various diets available and its suitability for each patient. (e.g. therapeutic diets, soft diets, halal, non-halal)</li> <li>• Checking diet chit for accuracy before serving to patient</li> <li>• Daily changing of water jugs and cups for patients</li> <li>• Ensure diet chit and patient details are tally</li> <li>• Take meal order for every patient at 4.00pm daily in the EMOS (Electronic Meal Ordering System) and practice service quality standards.</li> <li>• Serve breakfast, lunch, tea break and dinner on time</li> <li>• Clear food trays within the stipulated time.</li> <li>• Clean patient refrigerator weekly and ensure all food stored in the refrigerators are labelled.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 6 days / week</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location:</b> 5 Lower Kent Ridge Road Singapore 119074</li> </ul>

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Check and record all refrigerators' daily temperatures. Alert supervisors if the temperatures are not within the ideal range.</li> <li>• Daily upkeep patient pantry to ensure they are clean, tidy and organized.</li> <li>• Liaise with kitchen to ensure adequate supply of condiments supplies in the pantry (e.g. Stirrer, Sugar, Creamer, Milo, Butter, Jam)</li> <li>• Check and discard all expired food (e.g. Bread)</li> <li>• Wipe and clean patients' tables before and after meal</li> <li>• Upkeep ward food trolleys by making sure they are always clean and tidy.</li> <li>• Comply to all service quality, infection control, health and safety requirements by customer or ISS</li> <li>• Always follow every instruction on infection control and wear the appropriate Personal Protective Equipment (PPE).</li> <li>• Undertake duties or improvement projects assigned by superior.</li> </ul>	
<b>FRC Technician (KTPH)</b> 	<ul style="list-style-type: none"> <li>• NITEC /Higher NITEC/Professional Certificate in Electrical / Aircon / Mechanical Services</li> <li>• Able to speak fluently and communicate effectively in English</li> <li>• Customer Oriented</li> <li>• Good in PC Skills</li> <li>• Able to work in rotating shift environment (a must) and thrive in a</li> </ul>	<ul style="list-style-type: none"> <li>• Handle calls at Fault Reporting Centre for customer complaints</li> <li>• Assign jobs to on-site technical team and work with them to resolve issues</li> <li>• Prioritize jobs and escalate to higher management / client in an appropriate manner</li> <li>• Monitor Building Management System (BMS), Fire Alarm Systems and other alarm monitoring systems</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5.5 days / week</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location:</b> 90 Yishun Central Singapore 768828</li> </ul>


Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	fast-paced challenging environment • Team player with good interpersonal skills	• Provide regular updates and reports to higher management / customers / end-users • Part of on-site response team for high priority jobs and emergency cases	
<b>FRC Technician (SGH)</b> 	• NITEC 2/higher NITEC/Professional Certificate in Electrical / Aircon / Mechanical Services • Able to speak fluently and communicate effectively in English Customer oriented • Good in PC Skills • Able to work in rotating shift environment (a must) and thrive in a fast-paced challenging environment • Team player with good interpersonal skills	• Handle calls at Fault Reporting Centre for customer complaints • Assign jobs to on-site technical team and work with them to resolve issues • Prioritize jobs and escalate to higher management / client in an appropriate manner • Monitor Building Management System (BMS), Fire Alarm Systems and other alarm monitoring systems • Provide regular updates and reports to higher management / customers / end-users • Part of on-site response team for high priority jobs and emergency cases	• <b>Working Hours:</b> 5.5 days / week • <b>Employment Type:</b> Full Time • <b>Location:</b> 1 Hospital Drive Singapore 169608
<b>General Technician (NUP)</b> 	• At least GCE "O" Level or NITEC certification. • 2 years of working experience. (Relevant healthcare experience is preferred.)	• Responsible for the maintenance and installation of all matters relating to technical services in NUP polyclinics. • Perform daily routine inspection on M&E equipment operation. • Perform utilities reading and record. • Attend to any equipment breakdown and rectify it . • Follow up rectification on monthly Facility inspection finding and report on completion. • Perform monthly checks and maintenances of all machinery and equipment in	• <b>Working Hours:</b> 5.5 days / week • <b>Employment Type:</b> Full Time • <b>Location:</b> Subject to NUP site vacancies availability

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>NUP polyclinics as per schedule.</p> <ul style="list-style-type: none"> <li>• Report to Facility Engineer for any major issues or defects encountered</li> <li>• Respond and carry out action of all demands raised from NUP relating to technical services.</li> <li>• Responsible for high rise cleaning which is more than 2 meters tall when required.</li> <li>• Manage spare parts and consumable parts and order to engineer monthly basic.</li> </ul> <p>Additional Task</p> <ul style="list-style-type: none"> <li>• Attend and take action to complaints and enquiries from all staffs (nurses, officers, doctors, etc.) of NUP.</li> <li>• Report defects on finding and to follow up on rectification.</li> <li>• Submit to Facility Engineer monthly basis.</li> <li>• Report to TO or Facility Engineer on finding and rectification.</li> <li>• Report to TO or Facility Engineer for beyond capabilities</li> <li>• Manage report and submit to FM by the end of the month.</li> <li>• Maintain professional appearance of all time in polyclinic.</li> <li>• Carry out ad hoc housekeeping duties requested by Facility Supervisors, Facility engineers and FM.</li> <li>• Report to Facility Engineer for beyond capabilities.</li> <li>• Duty cover for FS when required.</li> </ul>	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Maintain and keep standard of storeroom.</li> </ul>	
<b>General Technician (OCH)</b> 	<ul style="list-style-type: none"> <li>Minimum Nitec / NTC2 / NTC3 in Engineering (Electronic, Electrical, Mechanical Management) with a minimum of one (1) year working experience</li> <li>Willing to learn attitude.</li> <li>Able to work on rotating shifts and/or 5.5 days work week.</li> <li>Able to work overtime due to operational requirements</li> <li>Willing to work in a hospital environment.</li> </ul>	<ul style="list-style-type: none"> <li>Carry out repairs and troubleshooting of back end engineering maintenance works and ensuring excellency and consistency in operational supports within the workplace according to the design intents of the various mechanical, electrical, medical and specialist systems</li> <li>To be responsible for all deliverables required in the agreement with Singapore General Hospital.</li> <li>To align with the overall client's expectation and contractual requirements and support the operations of the hospital, especially in the front-end engineering. To execute all fix it and programmed maintenance within the framework of the allocated resources.</li> <li>Managing all minor repairs and fix it work.</li> <li>Work closely with other service providers in the hospital to be part of the team to create a safe and sound environment for the patients, staff and visitors, especially ISS House Keeping and Portering team to demonstrate the strength and capability of ISS's integrated service model to be productive, efficient and effective.</li> <li>Manage relationships with all specialist sub-con and contractors appointed by the hospital to achieve the</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5.5 days / week</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Location:</b> 10 Hospital Boulevard Singapore 168582</li> </ul>


Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		required KPI, client's expectations and deliverables.	
<b>General Technician (SGH)</b> 	<ul style="list-style-type: none"> <li>• Minimum Nitec / NTC2 / NTC3 in Engineering (Electronic, Electrical, Mechanical Management) with a minimum of one (1) year working experience</li> <li>• Willing to learn attitude.</li> <li>• Able to work on rotating shifts and/or 5.5 days work week.</li> <li>• Able to work overtime due to operational requirements</li> <li>• Willing to work in hospital environment.</li> </ul>	<ul style="list-style-type: none"> <li>• Carry out repairs and troubleshooting back-end engineering maintenance works and ensure excellency and consistency in operational supports within the workplace according to the design intents of the various mechanical, electrical, medical and specialist systems</li> <li>• To be responsible for all deliverables required in the agreement with Singapore General Hospital.</li> <li>• To align with the overall client's expectation and contractual requirements and support the operations of the hospital, especially in the front-end engineering. To execute all fix, it and programmed maintenance within the framework of the allocated resources.</li> <li>• Managing all minor repairs and fix it work.</li> <li>• Work closely with other service providers in the hospital to be part of the team to create a safe and sound environment for the patients, staff and visitors, especially ISS House Keeping and Portering team to demonstrate the strength and capability of ISS's integrated service model to be productive, efficient and effective.</li> <li>• Manage relationship with all specialists' sub-con and contractors appointed by the hospital to achieve the</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5.5 days / week</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location:</b> 1 Hospital Drive Singapore 169608</li> </ul>




Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		required KPI, client's expectations and deliverables.	
<b>GMP Cleaner</b>	<ul style="list-style-type: none"> <li>• Able to wear personal protection equipment (PPE) to do cleaning duties</li> </ul>	<ul style="list-style-type: none"> <li>• Perform weekly cleaning at specific clean areas</li> <li>• Clear rubbish at specific areas</li> <li>• Top up PPE inventory weekly or upon request ensure area is well stocked</li> <li>• Perform floor scrubbing when required</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 6 days / week</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location:</b> 35 Tuas South Avenue 6 Singapore 637377</li> </ul>
<b>Healthcare Support Associate (NUH)</b>		<ul style="list-style-type: none"> <li>• Perform cleaning of beds according to SOPs and get them ready for next patient's admission</li> <li>• Able to handle e-systems (e.g. HIMS) to communicate and start &amp; end of task.</li> <li>• Cleared soiled linen and trash within patient area</li> <li>• Disinfect bed frame and its surrounding</li> <li>• Update and maintain bed discharge record</li> <li>• Keep clean and tidy at all times for all bed discharge trolleys and related equipment or machines.</li> <li>• Comply to all services quality, infection control, health &amp; safety requirements by customers or ISS</li> <li>• Follow every instructions on infection control and wear appropriate personal protective safety (PPE) at all times</li> <li>• Undertake any duties or improvement projects assigned by supervisor.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 6 days / week</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location:</b> 5 Lower Kent Ridge Road Singapore 119074</li> </ul>
<b>High Touch Cleaner (TTSH)</b> 	<ul style="list-style-type: none"> <li>• Comfortable with standing</li> </ul>	<ul style="list-style-type: none"> <li>• Perform frequent cleaning and disinfection of high-contact surfaces such as lift</li> </ul>	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>Comfortable with wearing PPE (mask, apron and gloves)</li> </ul>	<ul style="list-style-type: none"> <li>buttons, handrails, door handles, and seating areas</li> <li>Ensure hygiene standards are maintained throughout public areas</li> <li>Follow infection control procedures strictly</li> <li>Sanitization high footfall areas</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5.5 days / week</li> <li><b>Employment Type:</b> Full TimeN</li> </ul>
<b>Housekeeper (OCH/Tengah /West)</b>	<ul style="list-style-type: none"> <li>Willing to learn, training provided.</li> <li>Flexible with shifts, including weekends or holidays.</li> </ul>	<ul style="list-style-type: none"> <li>Dispose of waste properly and safely</li> <li>Refill supplies such as soap, sanitizers, and paper towels</li> <li>Follow hospital cleaning protocols and safety guidelines</li> <li>Report any maintenance issues to the supervisor</li> <li>Clean and sanitize patient rooms, toilets.</li> <li>Maintaining Cleanliness of the public area</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 6 days / week</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Location:</b> 10 Hospital Boulevard 168582</li> </ul>
<b>Inpatient Housekeeper ( TTSH )</b>	<ul style="list-style-type: none"> <li>Good hygiene practices and attention to detail</li> <li>Willing to undergo training on infection control protocols</li> </ul>	<ul style="list-style-type: none"> <li>Perform general cleaning in inpatient wards, including following SOP of discharge patient</li> <li>Cleaning of washroom</li> <li>Disinfect beds, furniture, and floors in accordance with healthcare standards</li> <li>Safely dispose of medical waste and used materials</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5.5 days / week</li> <li><b>Employment Type:</b> Full Time</li> </ul>
<b>M&amp;E Engineer (SGH) </b>	<ul style="list-style-type: none"> <li>Degree in Mechanical/Electrical/F M Engineering with minimum 3 years relevant experience or Diploma in Mechanical/Electrical/F M Engineering with minimum 5 years of relevant experience.</li> <li>Pro-active, ability to prioritize work and achieve desired result</li> </ul>	<ul style="list-style-type: none"> <li>Responsible for Mechanical &amp; Electrical services, system operations and maintenance program not limited to systems such as Lifts, Escalator, Fire Alarm System, Auto doors, Pumps, Plumbing, wheelchair, macerator, patient bed and electrical trips/faults.</li> <li>Ensure all the work is carried out safely and in accordance with safety work procedures.</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5.5 days / week</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Location:</b> 1 Hospital Drive 169608</li> </ul>


Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>Independent, able to work with minimum supervision and have a good understanding of critical workflow</li> <li>Able to communicate and write well in English.</li> <li>Able to commit to 5.5 days work week with staggered rest days implemented due to operational requirements</li> <li>Proficiency in MS office, AutoCad and Single-Line Drawings.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure all systems are statutory compliance.</li> <li>Provide support and advice to Technical officer and technicians on mechanical system related activities.</li> <li>Review, update and maintain mechanical system drawings, etc.</li> <li>Manage and guide a team of Technical Officer and technicians in attending to breakdown calls.</li> <li>Investigate and determine root cause of faults and report</li> <li>Carry out Engineering analysis on poor performing equipment.</li> <li>Prepare and submit Incident Report in a timely manner.</li> <li>Review the performance of Technical Officers and Technicians.</li> <li>Develop working schedule / duty roster of the Technical Officer and Technicians.</li> <li>Responsible for implementing preventive and corrective maintenance program in accordance with the standards, all corporate policies and legislated regulations</li> <li>Coordinate with QP and various internal / external stakeholders on Fire Certification activities.</li> <li>Compile all electrical usage on a monthly basis for reporting and analysis.</li> <li>Liaison with electrical LEW on issues at site.</li> <li>Coordinate with LEW and various internal / external</li> </ul>	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>stakeholders on Annual Shutdown activities.</p> <ul style="list-style-type: none"> <li>Keep track of Mechanical &amp; Electrical system License renewal for the building(s) appointed.</li> <li>Conduct regular inspection of existing mechanical system and its serviceability status.</li> <li>Review service reports and escalate any finding or action that is required</li> <li>Assist in the Development, maintenance and the regular review and test of SOP/EOP.</li> <li>Participate with the client on site walkabout as and when required.</li> <li>Advice and lead the technical investigation / troubleshooting for rectification works</li> <li>Provide training to technician /technical officers, and technicians as and when necessary.</li> <li>To carry out or perform tasks / activities as instructed by Manager from time to time.</li> </ul>	
<b>Mechanical Technician (OCH)</b> 	<ul style="list-style-type: none"> <li>The technician shall have at least 1 to 2 years of experience.</li> <li>The technician shall be minimally NITEC or higher NITEC or equivalent.</li> <li>The technician is expected to be able to work independently.</li> <li>The candidate is expected to be stationed on site during his work shift.</li> <li>Familiarity with retrofitting, A&amp;A works, and building</li> </ul>	<ul style="list-style-type: none"> <li>Able to perform hands-on and perform retrofitting works, A&amp;A works, and maintenance works for both minor and major works in mechanical works.</li> <li>Perform preventive and corrective maintenance for building facilities and service systems.</li> <li>Conduct routine checks including building components and elements.</li> <li>Able to troubleshoot maintenance issues.</li> <li>To liaise with the suppliers and/or subcontractors.</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5.5 days / week</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Location:</b> 10 Hospital Boulevard 168582</li> </ul>

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>maintenance practices and safety procedures is preferred.</p> <ul style="list-style-type: none"> <li>Organized, neat, tidy, well-groomed and have good interpersonal skills.</li> <li>Pro-active and able to work with minimal supervision and perform under pressure.</li> <li>Boom lift, scissors lift, rope access, confined space, welding cert, scaffold cert or any other work-related license or cert and trained in relevant working experience will be an added advantage.</li> </ul>	<ul style="list-style-type: none"> <li>Able to solve problems with groundwork, giving cost-effective and practical proposals, and recommendations for those works beyond repairs</li> <li>Providing support for various projects and tasks related to mechanical work, such as ensuring timely project delivery and quality checks.</li> <li>Identifying and resolving issues with mechanical equipment and systems.</li> <li>Conducting routine inspections of equipment and systems to identify potential issues.</li> <li>Performing repairs and replacements of damaged or malfunctioning equipment.</li> <li>Participating in emergency response procedures and addressing equipment failures.</li> <li>Any other duty as assigned by your supervisor/engineer/manager</li> </ul>	
<b>Mechanical Engineer (SGH)</b> 	<ul style="list-style-type: none"> <li>Minimum Diploma/Degree in Mechanical/Building engineering related field.</li> <li>Minimum 3-5 years of relevant experience.</li> <li>Pro-active, ability to prioritize work and achieve desired result</li> <li>Able to commit to 5.5 days work week with staggered rest days implemented due to operational requirements</li> </ul>	<ul style="list-style-type: none"> <li>Responsible for mechanical services, system operations and maintenance program not limited to systems such as Lifts, Escalator, Fire Alarm System, Auto doors, Pumps, Plumbing, wheelchair, macerator, patient bed,</li> <li>Ensure all the work is carried out safely and in accordance with safety work procedures.</li> <li>Ensure all systems are statutory compliance.</li> <li>Provide support and advice to technical officers and Technicians on mechanical system related activities.</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5.5 days / week</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Location:</b> 1 Hospital Drive 169608</li> </ul>

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Review, update and maintain mechanical system drawings, etc.</li> <li>• Manage and guide a team of Technical Officers and Technicians in attending to breakdown calls.</li> <li>• Investigate and determine root cause of faults and report</li> <li>• Carry out engineering analysis on poor performing equipment.</li> <li>• Prepare and submit Incident Report in a timely manner.</li> <li>• Review the performance of Technical Officers and Technicians.</li> <li>• Develop working schedule / duty roster of the Technical Officers and Technicians.</li> <li>• Responsible for implementing preventive and corrective maintenance program in accordance with the standards, all corporate policies and legislated regulations</li> <li>• Coordinate with QP and various internal / external stakeholders on Fire Certification activities.</li> <li>• Keep track of Mechanical system License renewal.</li> <li>• Conduct regular inspection of existing mechanical system and its serviceability status.</li> <li>• Review service reports and escalate any finding or action that is required</li> <li>• Assist in the Development, maintenance and the regular review and test of SOP/EOP.</li> <li>• Participate with the client on site walkabout as and when required.</li> </ul>	


Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Advice and lead the technical investigation / troubleshooting for rectification works</li> <li>• Provide training to technician /technical officers, and technicians as and when necessary.</li> <li>• To carry out or perform tasks / activities as instructed by Manager from time to time.</li> </ul>	
<b>Operations Supervisor (SGH)</b>	<ul style="list-style-type: none"> <li>• Minimum 'O' Levels, &amp; ITE Cert</li> <li>• Without experience, candidate is welcome to apply. Training will be provided</li> <li>• Applicants must be willing to work in Singapore General Hospital</li> <li>• Preferably non-executives specializing in General Work (Housekeeper, Driver, Dispatch, Messenger, etc), or Healthcare (Medical Support, Assistant or equivalent)</li> <li>• Working Days: 5-6 days a week</li> <li>• Able to work overtime (when required)</li> </ul>	<ul style="list-style-type: none"> <li>• Projects a professional image at all times.</li> <li>• Delivers quality portering services to patients and staff in the hospital.</li> <li>• Provides portering services which include but not limited to patients, medical records, specimens, equipment, medication and blood products to and from the wards/ specialist clinics / departments / external centres in a safe and professional manner.</li> <li>• Assists in the reception of patients by provision of wheelchairs / trolleys and their transfer from ambulance and to ensure proper transfer and lifting techniques are practiced when transferring patients.</li> <li>• Maintains proper filling system for purpose of submission of daily tasks.</li> <li>• Leads a team of porters and ensures supervision, grooming, motivation, discipline and training to the team.</li> <li>• Conducts training, provides guidance and coach staff to raise competency level.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 days / week</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location:</b> 31 Third Hospital Avenue 168753</li> </ul>

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Disseminate information where necessary and provides feedback to supervisor on cases of interest.</li> <li>Ensures that the equipments/ mobile devices are in good working conditions at all times and report any defects.</li> <li>Prepares and maintains daily roster, daily attendance and periodic reports.</li> <li>Collects and consolidates all medical certificate submission, leave application forms and ensures that all documents are in order prior to submission.</li> <li>Ensures tidiness and cleanliness of workplace and/ or shared areas of work with other staff.</li> <li>Monitors all Health, Safety &amp; Environmental procedures and practices, reports incidents to supervisor immediately</li> <li>Responds to hospital or civil emergency activations (eg. call tree, hospital decontamination station, Kingfisher activation, etc) while on duty or/and off duty (standby).</li> <li>Undertakes any other duties/ activities/ projects, etc. as and when instructed by the supervisor or management.</li> </ul>	
<b>Outpatient Housekeeper ( TTSH )</b> 	<ul style="list-style-type: none"> <li>Able to work in a fast-paced healthcare environment</li> <li>Responsible and detail-oriented</li> </ul>	<ul style="list-style-type: none"> <li>Clean and maintain outpatient clinic areas including consultation rooms, waiting areas, and carpark</li> <li>Ensure safe disposal of general and medical waste</li> <li>Replenish consumables such as tissue paper, soap, and sanitizers</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5.5 days / week</li> <li><b>Employment Type:</b> Full Time</li> </ul>




Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Disinfect furniture and medical equipment surfaces as instructed</li> <li>Adhere to hospital's infection control guidelines</li> </ul>	
<b>Patient Transfer Porter (Mount Elizabeth)</b>	<ul style="list-style-type: none"> <li>Minimum "O" Levels / ITE Cert</li> <li>Day and Night shift available</li> <li>Basic IT knowledge is required to handle e-system, computers and smartphones.</li> <li>Able to handle difficult customers.</li> <li>Candidates who have prior similar experience will be considered for the Senior Patient Transfer Porter role</li> <li>Able to lead a team (for Senior position)</li> </ul>	<ul style="list-style-type: none"> <li>Perform portering services for patients to and from the wards/ specialist clinics/ departments/ external centres in a safe and professional manner.</li> <li>Deliver and collect medical/patient records, specimens, medications or any other items within a hospital environment.</li> <li>Comply with quality service, safety and health requirements of ISS and customers.</li> <li>Build strong relationships with stakeholders and anticipate their needs.</li> <li>Implement productivity related initiatives</li> <li>Provide coaching &amp; supervision of junior or new team members (for Senior position)</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 6 days / week</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Location:</b> 3 Mount Elizabeth 228510</li> </ul>
<b>Patient Transfer Porter (SGH)</b>	<ul style="list-style-type: none"> <li>Minimum "O" Levels / ITE Cert</li> <li>Day and Night shift available</li> <li>Basic IT knowledge is required to handle e-system, computers, smartphones.</li> <li>Able to handle difficult customers.</li> <li>Candidates who have prior similar experience will be considered for the Senior Patient Transfer Porter role</li> </ul>	<ul style="list-style-type: none"> <li>Perform portering services for patients to and from the wards/ specialist clinics/ departments/ external centres in a safe and professional manner.</li> <li>Deliver and collect medical/patient records, specimens, medications or any other items within a hospital environment.</li> <li>Comply with quality service, safety and health requirements of ISS and customers.</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5 days / week</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Location:</b> 31 Third Hospital Avenue 168753</li> </ul>


Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Able to lead a team (for Senior position)</li> </ul>	<ul style="list-style-type: none"> <li>• Build strong relationships with stakeholders and anticipate their needs.</li> <li>• Implement productivity related initiatives</li> <li>• Provide coaching &amp; supervision of junior or new team members (for Senior position)</li> </ul>	
<b>Sanitization Support Associate (NUH)</b>	<ul style="list-style-type: none"> <li>• High attention to detail and ability to follow procedures closely.</li> <li>• Able to commit weekend shift</li> <li>• Willing to learn attitude and able to work in team</li> </ul>	<ul style="list-style-type: none"> <li>• Provide a high standard of hygiene and cleanliness within the customer premises.</li> <li>• Practice good service acts by greeting others, smiling and saying thank you (GST) to customers and colleagues.</li> <li>• Project professional image with proper grooming standards by ensuring that overall appearance be pleasant, clean and neat.</li> <li>• Perform cleaning duties in hospital wards and common areas in hospital and / or perform general duties in all areas of the hospitals. Focus on sanitizing and wiping high-frequency touch areas such as door handles/knobs, lift buttons, toilet seats and in patient ward areas such as bed rails, call buttons.</li> <li>• Meet the cleanliness and hygiene standard and ensure compliance with Health &amp; Safety Environmental procedures and practices. Report accidents/incidents to the superior promptly.</li> <li>• Create great service experiences for customers through providing service personalization, verbal and non-verbal communication and building connections</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 6 days / week</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location:</b> 5 Lower Kent Ridge Road 119074</li> </ul>

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>through empathetic service, rapport and going the extra mile.</p> <ul style="list-style-type: none"> <li>• Maintain neat and organized janitorial/store areas.</li> <li>• Undertake any duties/projects as assigned by the Superior.</li> </ul>	
<b>Store man (Lonza - Tuas)</b> 	<ul style="list-style-type: none"> <li>• Valid Forklift license.</li> <li>• Team Player</li> <li>• Able to commit 5.5 Days</li> </ul>	<p>1. Store Support</p> <ul style="list-style-type: none"> <li>• Perform key functions including inspection, receipting, storage, issuing, and replenishment of stock.</li> <li>• Conduct regular inventory counts and ensure accurate stock levels.</li> <li>• Record all materials and equipment issued, assigned, loaned, or returned with proper documentation.</li> <li>• Carry out packing/unpacking of goods, including operating a forklift when required.</li> <li>• Maintain a well-organized storeroom and ensure adherence to SOPs.</li> <li>• Keep inventory records accurate and up to date at all times.</li> <li>• Perform routine preventive maintenance for store facilities.</li> <li>• Support other tasks as assigned by the Facility Manager or Client.</li> </ul> <p>2. Technician Duties</p> <ul style="list-style-type: none"> <li>• Conduct routine and ad-hoc maintenance, repairs, and inspections on facilities and systems.</li> <li>• Escort and supervise contractors during both scheduled and unscheduled maintenance work.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5.5 days / week</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location:</b> 35 Tuas South Avenue 6 637377</li> </ul>

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Carry out additional duties as directed by the Facility Manager.</li> </ul> <p>3. Compliance &amp; Safety</p> <ul style="list-style-type: none"> <li>Comply with the Client's SOPs, regulatory requirements, WSH (Workplace Safety and Health) guidelines, and fire safety standards.</li> </ul> <p>4. Client Management</p> <ul style="list-style-type: none"> <li>Address and resolve complaints or operational issues promptly and professionally.</li> <li>Uphold a high standard of service to enhance user experience and satisfaction.</li> </ul>	
<b>Store man (SGH)</b>	<ul style="list-style-type: none"> <li>Complete Secondary School education or closely related field with minimum 2 or more years of required knowledge in storekeeping, inventory work and abilities would be qualifying with an understanding of cleaning facility services. Those without the minimum requirements of educational qualifications but with relevant experience can be considered for the position.</li> <li>Must have knowledge of written and spoken English. Preferably conversant in Malay, Mandarin and Dialects.</li> <li>Ability to be literate to operate a computer.</li> </ul>	<ul style="list-style-type: none"> <li>Maintain regular and direct contact with all job sites as relates to store requisitions.</li> <li>Coordinate with all suppliers to ensure stock is received promptly and accurately.</li> <li>Conduct quality control checks and random inspection on goods received.</li> <li>Deliver stocks to job sites as and when required.</li> <li>Maintain and update stock cards on a daily basis.</li> <li>Continually monitor suppliers to ensure best value is being obtained.</li> <li>Match all invoices with delivery and purchase orders.</li> <li>Source for items which are not in the stock list as and when required.</li> <li>Implement the Company's Purchase procedures and systems laid down in the Quality Management System.</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 6 days / week</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Location:</b> 31 Third Hospital Avenue 168753</li> </ul>

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Maintain stores and administration in good order to comply with Environmental Health &amp; Safety Management System and government legislation.</li> <li>• Supervise and participate in receiving, ordering, stocking and issuing supplies and materials, shortages and discrepancies.</li> <li>• Ensure proper inventory levels and perform data entry, check stock items for reorder, maintain stock records; conduct schedule inventory and prepare monthly activity reports.</li> <li>• Issuance stocks per requisition.</li> <li>• Perform minor repairs (changing of 3-pin fused plug and appliance connector) of equipment.</li> <li>• Ensure that, at all times, the image of the department is reflected as the professional image of the Company.</li> <li>• Undertake any duties/projects, etc as and when instructed by the Contract Manager.</li> <li>• Maintain machinery maintenance records; coordinate training for new machinery and ad hoc machinery audit/inspection.</li> </ul>	
<b>Tea Lady</b>	<ul style="list-style-type: none"> <li>• Able to walk up and down the stairs</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare and serve beverages (tea, coffee, etc.) to office staff and guests</li> <li>• Maintain cleanliness of pantry and meeting rooms</li> <li>• Refill pantry supplies and ensure items are well-stocked</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 days / week</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location:</b> 2 Shenton Way 068804</li> </ul>

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Assist with light pantry duties (e.g., washing cups, arranging snacks)</li> <li>Assist in other ad-hoc duties assigned by supervisor.</li> </ul>	
<b>Technical Officer (OCH)</b> 	<ul style="list-style-type: none"> <li>A minimum of 3 years of relevant experience with a Diploma, 5 years with a Higher NITEC, or 10 years with a NITEC in Facilities Management is required.</li> <li>Core Trade/SEC Experience – Minimum 10 years of relevant experience with a Core Trade/SEC (Skill Evaluation Certification) in FM, accredited by BCA.</li> <li>Able to thrive in a fast-paced challenging environment</li> <li>Need to perform rotating shift duties</li> <li>Team player with good interpersonal skills</li> </ul>	<ul style="list-style-type: none"> <li>Manage HVAC, mechanical, electrical, and other maintenance operations while ensuring adherence to safety standards and best practices.</li> <li>Oversee project tasks and support system testing and commissioning.</li> <li>Oversee ACMV, electrical, and building systems, performing troubleshooting, repairs, and preventive maintenance.</li> <li>Work closely with contractors to ensure smooth daily operations of commercial and non-commercial buildings. Carry out preventive and breakdown maintenance for mechanical electrical, ACMV and general building services</li> <li>Provide best practices in engineering maintenance to provide a safer environment workplace</li> <li>Buildup &amp; maintain business relationships with customers and end users in order to achieve expectations with reference to KPI and service level</li> <li>Identify areas of opportunities to improve facilities to help generate additional revenue by securing additional work</li> <li>Address principal concerns from the client on Fix It Program and devise system to improve by working closely with co-colleagues</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5.5 days / week</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Location:</b> 10 Hospital Boulevard 168582</li> </ul>

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<b>Technician</b> <b>(Lonza - Science Park)</b> 	<ul style="list-style-type: none"> <li>• Educational qualifications with either of the following:</li> <li>• Higher NITEC (or equivalent) in relevant FM discipline, with a minimum of 3 years relevant experience; or</li> <li>• NITEC (or equivalent) in relevant FM discipline, with a minimum of 5 years relevant experience; or</li> <li>• Minimum SEC (Skill Evaluation Certification) of relevant FM discipline accredited by BCA, with a minimum of 5 years relevant experience; or</li> <li>• Minimum 10 years of experience.</li> <li>• Comfortable to work in a hospital setting</li> <li>• Able to commit to 5.5 work week with staggered rest days implemented due to operational requirements</li> <li>• Able to work Overtime as and when operational requirements or work urgency entails.</li> <li>• You may be required to travel to the Tuas site to provide support, if needed.</li> </ul>	<ul style="list-style-type: none"> <li>• Preparing the list of works, materials, tools, machineries, and other things to be used.</li> <li>• Planning of works for the task given.</li> <li>• Conduct inspection before and after the work.</li> <li>• Able to communicate with the User</li> <li>• Communicate closely to Supervisors by updating the works such as before, progress, after or completion of works on site.</li> <li>• To attend and assist in firefighting, major breakdown such as pipe burst, ceiling collapse, leaking, choke, etc., when there is an outbreak.</li> <li>• Routine servicing, repairs and replacement of spares, consumable materials, items and components to all systems and equipment to ensure that they are operational.</li> <li>• Knowledge in repairing of door accessories and hardware, painting works, carpentry.</li> <li>• Hands-on support to Building operations</li> <li>• Responsible for any ad hoc duties tasked by direct Supervisor or Management</li> <li>• Carry out preventive and corrective maintenance of the designated Building premises.</li> <li>• Documentation of scheduled routine findings and rectification.</li> <li>• Attend to all work orders issued by the operations and management</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5.5 days / week</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location:</b> 35 Tuas South Avenue 6 637377</li> </ul>

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Knowledgeable in repairing of plumbing &amp; sanitary fitting &amp; fixtures.</li> <li>Daily routine inspection on building premise, Building fixtures and fittings etc.</li> <li>To handle &amp; manage external Specialist contractors awarded jobs on-site.</li> </ul>	
<b>Trolley Delivery Assistant (SGH)</b>	<ul style="list-style-type: none"> <li>No experience required.</li> <li>Able to communicate with English speaking user / customer.</li> <li>Required to push and pull loaded trolley (on wheels) up to 200kg.</li> <li>Able to commit to overtime work</li> </ul>	<ul style="list-style-type: none"> <li>Push Heavy Diet &amp; Cargo Trolley.</li> <li>May drive Tow Tuck (Training will be provided).</li> <li>Ensure distribution procedures are running smoothly.</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 6 days / week</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Location:</b> 31 Third Hospital Avenue 168753</li> </ul>

## #2 LS 2 Services

LS 2 success-driven strategies and processes have been carefully honed and sharpened through constant technological solution upgrades, and relevant experience over the last 20 years. Their goal is to bring you the highest in service quality, providing professional services with a personal touch. Rest assured that LS 2 formulas have a proven track record for success in multiple environments.

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<b>Cleaner</b>		<ul style="list-style-type: none"> <li>Perform cleaning on the premises as directed by your supervisor</li> <li>Maintain cleanliness of assigned areas</li> <li>Sweep and vacuum the floor or carpets in the assigned area</li> <li>Wash and maintain the cleanliness of the surroundings and toilets</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5.5 days / week 8hrs/ day</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> 1 Bukit Batok</li> </ul>



Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Wipe table tops, shelves and partitions of assigned areas</li> <li>Empty waste bins</li> <li>Any other duties as assigned.</li> </ul>	Crescent 658064
<b>Cleaner Team Leader</b>		<ul style="list-style-type: none"> <li>Perform cleaning on the premises as directed by your supervisor</li> <li>Maintain cleanliness of assigned areas</li> <li>Sweep and vacuum the floor or carpets in the assigned area</li> <li>Wash and maintain the cleanliness of the surroundings and toilets</li> <li>Wipe tabletops, shelves and partitions of assigned areas</li> <li>Empty waste bins</li> <li>Any other duties as assigned.</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5.5 days / week 8hrs/ day</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> 1 Bukit Batok Crescent 658064</li> </ul>
<b>Maintenance Technician</b>		<ul style="list-style-type: none"> <li>Servicing and repairing industrial cleaning equipment such as high-pressure jet, leaf blower, scrubbing machine, vacuum cleaner, battery operated cart and etc</li> <li>Inspecting and assessing the functionality of equipment</li> <li>Troubleshooting machineries breakdowns</li> <li>Conducting routine maintenance and safety checks</li> <li>Preparation and submission of maintenance reports</li> <li>Liaise with external vendors for necessary equipment repair</li> <li>Inspect and monitor quality standards of equipment / tools</li> <li>Perform asset tagging to ensure accountability of equipment</li> <li>Prepare inspection finding reports and communicate with internal staff / vendors</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5 days / week 9AM-5PM</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> 1 Bukit Batok Crescent 658064</li> </ul>

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		on any faults, and follow up to ensure rectification • Any ad-hoc assignments	
<b>Supervisor</b>		<ul style="list-style-type: none"> <li>• Supervise multiple team of cleaners in multiple cleaning projects</li> <li>• Train cleaners and team leaders on service standards and provide help and guidance when necessary</li> <li>• Assist in planning work schedules and deployment of manpower</li> <li>• Monitor and follow up on compliance with cleaning procedures, workplace safety and tender specifications</li> <li>• Implement operation plans to improve work processes and service quality</li> <li>• Monitor cleaning material stock level and re-order materials when needed with customers</li> <li>• Check cleaning equipment condition</li> <li>• Monitor cleaning material stock level and re-order materials when needed</li> <li>• Solve operational problems and make decisions</li> <li>• Submit daily cleaning report</li> <li>• Facilitate effective communication and engagement at the workplace</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5.5 days / week 8hrs/ day</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 1 Bukit Batok Crescent 658064</li> </ul>

## e2i Services

### e2i Services

- Career Coaching & Job Matching
- SkillsFuture Advice

### 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.sg/cg-cp123?r=qr>



## Discover our Services at a Centre Near You

📍 **e2i Career Centre (DNI)**  
Devan Nair Institute for Employment and Employability  
80 Jurong East St 21 Level 2  
Singapore 609607

### Operating Hours

Mondays: 2:30pm to 5pm  
Tuesdays to Fridays: 9am to 5pm  
Saturdays: 9am to 1pm  
Sundays & Public Holidays: Closed

📍 **e2i Career Centre (OMB)**  
One Marina Boulevard  
1 Marina Boulevard #B1-03  
Singapore 018989

📍 **e2i Career Centre (OTH)**  
ServiceSG Centre  
Our Tampines Hub  
1 Tampines Walk #01-21  
Singapore 528523

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