

e2i Built Environment & UEMS Solutions Pte Ltd Job Fair

Together, Potential Meets Opportunities

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.

Date: As per website
Time: 10am - 4pm

About e2i (Employment and Employability Institute)

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

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#1 UEMS Solutions Pte Ltd

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Housekeepers	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> To perform daily housekeeping tasks; changing bed sheets, compound area cleaning, toilet washing, office cleaning, high dusting, surface wiping, floor sweeping and mopping, replenish of consumable items, clearing of rubbish etc. Attending in-service training to learn new skills and service knowledge to perform housekeeping services. Use various cleaning chemicals and disinfectants on deployed areas. Operate machinery for project and periodic cleaning, disinfection on non-medical/medical equipment, if required. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> No qualification is needed, training will be provided. 	<p>Working Hours:</p> <ul style="list-style-type: none"> 44 hours/week Full Time / Permanent Location: Island wide
Porters	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> With the help of ward staff, assist in transporting and transferring patients on trolley to the wards and to other hospitals, where required. With the help of ward staff, assist in receiving and transferring patients from and to the ambulance, where required. With the help of ward staff, assist fall risk patients on and off wheelchairs. Send patients to ancillary departments for treatment/examination. Send and collect equipment /specimens/blood/x-rays films/case records from allied health/ancillary departments. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> No minimum qualification required, and training will be provided. Physically fit for lifting, walking, pushing, etc. Ability to respect patient confidentiality. Ability to follow instructions. Bilingual as to be able to communicate with patients from all walks of life. To be able to carry out basic tasks on a hand-held device. 	<p>Working Hours:</p> <ul style="list-style-type: none"> 7am to 4pm 8am to 5pm 9am to 6pm 12pm to 9pm 1pm to 10pm 9pm to 6am Full Time / Permanent Location: Island wide
Healthcare Attendant (Seng Kang)	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Distribute water jugs and cups. Top up patients' water flask. Clearing meal trays, cups & cutlery and put inside the food trolleys. Clearing of patients' teacups and plates after tea break and put in pantry. Wipe and sanitize each cardiac table after patients' meals / tea break. Clean sluice room. Clean up the patient's pantry. Clear soiled linen, put into bags, tie and send to refuse room. Distribute clean pajamas and towels for the next day. Clear rubbish from patient cubicles and staff area (midnight team only). Any other relevant duties as and when assigned by the Superior. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> NIL 	<p>Working Hours:</p> <ul style="list-style-type: none"> 6.45am to 4.15pm or 12.15pm to 9.45pm Full Time / Permanent Location: Seng Kang
Healthcare Attendant (Novena)	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Assisting in sending specimens to labs. Assisting in sending patients to wards if needed. Topping up PPE and consumables in screening area. Assisting in collection of medications. 	<p>Working Hours:</p> <ul style="list-style-type: none"> 7am to 7pm or 7pm to 7am Full Time / Permanent

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	<ul style="list-style-type: none"> Perform any other duties assigned by the department-in-charge. <p>Job Requirement:</p> <ul style="list-style-type: none"> NIL 	<ul style="list-style-type: none"> Location: Novena
Linen Attendant	<p>Job Description:</p> <ul style="list-style-type: none"> Report to Linen Supervisor/Executive on any linen operational concerns. Receive and verify the quantity of clean linen delivered by launderer. Pack and store clean linen onto linen room rack and/or designated linen locations. Pack clean linen onto linen trolleys for respective user department accordingly and report if otherwise. Collect soiled linen daily as per schedule. Clean and sanitize all linen trolleys before and after use in accordance to established SOP. Conduct linen quality inspection and prepare linen condemn list in accordance with pre-determined schedule. Examine laundered items to ensure cleanliness and serviceability. Issue memo to launderer for rewashing linen. Maintain proper and accurate inventory linen stock movement record. Keep the linen room in clean and orderly condition. Assist in answering calls from service hotline. Any other relevant duties as and when assigned by Linen Supervisor/Executive. <p>Job Requirement:</p> <ul style="list-style-type: none"> NIL 	<p>Working Hours:</p> <ul style="list-style-type: none"> 7.30am to 3.30pm 7:30am to 4:30pm Full Time / Permanent Location: Alexandra
Patient Service Associate / Concierge Specialist	<p>Job Description:</p> <ul style="list-style-type: none"> Perform visitor registration, concierge services and information counter services. Handle complaints/ feedback and resolve issues by performing service recovery. To update or escalate to Team Leader of any incident that occurred and steps taken to rectify issues. Assist in kiosk registration, queue management, entry and exit access via gantries. Attended patients/ visitors' enquiries and feedback. Provide wayfinding and wheelchair assistance. <p>Job Requirement:</p> <ul style="list-style-type: none"> NIL 	<p>Working Hours:</p> <ul style="list-style-type: none"> 7:30am to 5pm 8am to 5:30pm 11.30am to 9pm Full Time / Permanent Location: Outram Park
Housekeeping Supervisor/ Team Leader	<p>Job Description:</p> <ul style="list-style-type: none"> Supervise a team of Housekeepers in carrying out our cleaning works and maintaining cleanliness of the assigned areas. Conduct regular roll-call and ensure staff are properly attired and groomed, and necessary information cascaded during the roll-call. Handle feedback and complaints, respond to customer's request promptly. To escalate to Superior when necessary. Maintain and ensure that all equipment is clean, well labelled and in good working conditions. Oversee the planning and scheduling of the Housekeepers. Any other relevant duties as and when assigned by the Superior. <p>Job Requirement:</p> <ul style="list-style-type: none"> 2 years of relevant experience. 	<p>Working Hours:</p> <ul style="list-style-type: none"> 7am to 4pm 8am to 5pm 9am to 6 pm 12pm to 9pm 1pm to 10pm 9pm to 6am 10pm to 7am Full Time / Permanent Location: Island Wide

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Team Leader (Visitor Service Management)	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> To carry out counter operations according to the hospital's guidelines, procedures, and policies consistently. Plan weekly duty roster and manage the deployment of staff for all Visitor Registration Counters. Supervise and monitor the performance of staff to ensure service levels are met. Provide coaching and counselling when necessary. Manage resources including manpower, equipment and supplies in daily operations. Investigate causes of discrepancies and complaints and take corrective actions. Raise necessary documentations (Incident Report [IR]). <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> 2 years of relevant experience. 	<p>Working Hours:</p> <ul style="list-style-type: none"> 6:30am to 4pm 7:30am to 5pm 10:30am to 8pm 11:30am to 9pm <p>• Full Time / Permanent</p> <p>• Location: Outram Park</p>
Pantry Attendant	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Docking food trolleys to docker. Sending food trolleys from AGV station to wards. Prepare and send beverages to wards. Collecting soiled trolleys from wards and return to AGV station. Collecting and washing soiled cups and trays. Maintain cleanness of the pantries. Report defects. Perform other duties as assigned. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> NIL 	<p>Working Hours:</p> <ul style="list-style-type: none"> 1pm to 9pm <p>• Full Time / Permanent</p> <p>• Location: Jurong East</p>
Steward	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Cleaning of all kitchen areas, equipment, and chiller room. Washing of all soiled crockery, utensils, food warmer carts and GN trolleys in the kitchen dishwashing area. Washing of all wards' crockery including cups and water jugs. Delivery of patient and staff meals to Urgent Care Centre (UCC), Ambulatory Surgery Centre (ASC), Day Surgery, Endoscopy patients' meal, Clinics and Inpatient wards or any other service areas required. Delivery of dry ration / ward ration to all wards & clinics. Management of crockery stock in kitchen, including packing of cutlery. Manage waste and carton boxes disposal including provision of bins. Collection of soiled patient meal trays from wards that did not make it to food warmer carts return. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> NIL 	<p>Working Hours:</p> <ul style="list-style-type: none"> 1pm to 9pm <p>• Full Time / Permanent</p> <p>• Location: Jurong East</p>
Room Attendant	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Performing in daily cleaning of the guest room, common areas, and replenishment of amenities. Ensuring the cleanliness of the guest rooms and the common area must meet the standard requirement by Management. To carry out other duties as assigned by the housekeeping supervisor or the Management. Handle housekeeping requests by guests. To check and deliver the guest's laundry to the guest room daily. Able to handle all kinds of chemicals required for cleaning duties. 	<p>Working Hours:</p> <ul style="list-style-type: none"> 8:30am to 4:30pm <p>• Full Time / Permanent</p> <p>• Location: Central</p>

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	<ul style="list-style-type: none"> Undertake any other ad hoc duties as and when assigned by the superior. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> 2 years of relevant experience. 	
Public Area Cleaners	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Ensure all public restrooms, toilets are cleaned, and amenities are stocked at all times/ Maintain cleanliness of walls, floors, doors, and table tops as and when necessary, in the lobby area at all times. Empty and clear trash bins in public areas Maintain furniture and equipment in a serviceable condition and report any defects immediately to the superior. Handle all lost and found properties by following the correct procedure. Carry out any projects and assignments as directed by the Superior. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> NIL 	<p>Working Hours:</p> <ul style="list-style-type: none"> 7am to 4pm 9am to 6 pm 2pm to 11pm 10pm to 7am Full Time / Permanent Location: Central
High Rise Specialist	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> To perform external façade and other housekeeping / high rise cleaning works in assigned areas. To adhere to the established safety standards. To conduct inspection of equipment being used and to report to the Superior of any equipment that is not in good working condition. To set up and dismantle equipment and to ensure proper storage at the end of each work shift. To multi-task and perform any other projects such as project cleaning using machines as and when required. Any other relevant duties as and when assigned by the Superior. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> NIL 	<p>Working Hours:</p> <ul style="list-style-type: none"> 44 hours/week Full Time / Permanent Location: Island wide
Meal Service Associate	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Updating patient's meal requirements in meal ordering system. Serving of meals (Breakfast, Lunch, Dinner, Tea Break) & collection of meal trays after meal service. Preparation and serving of beverages. Serving of adhoc beverages, snacks and supper. General maintenance and stocking of ward pantry (includes wipe down of ward trolleys). Gather patient feedback and attend to and resolve patients' feedback on meal related issues. May be required to conduct beverage preparation in Central Kitchen. Any other Meal Service Associate related work scope as required. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> Able to read, write and communicate in basic English. Training provided. 	<p>Working Hours:</p> <ul style="list-style-type: none"> 44 hours/week Full Time / Permanent Location: Outram Park