

e2i-Maximus Facility Management Job Fair @ e2i Event Hall 4

JOB LISTING BOOKLET

**Date: 17 January 2024, Wednesday
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

Content Page

Pages [\[Click on the specific role to view more details\]](#)

#1 Advancer Global Facility.....	4
• Administrative Assistant	4
• Condominium Manager	4
• Dishwasher (Kitchen Cleaner)	5
• General Cleaner (Buona Vista)	5
• Pest Control Technician (w/Class 3 driving licence)	5
• Property Executive	6
• Security Officer.....	6
• Technician (Building/Estate)	6
#2 CBM Pte Ltd	7
• ACMV Technician	7
• Building Technician	7
• CLASS 4 Driver	7
• General Cleaner	7
• Housekeeper	7
• Laundry Attendant	8
• Patrol Officer	8
• Plumber	8
• Security Officer.....	8
#3 C&W Services	9
• Assistant Engineer	9
• Administrative Officer	9
• Cleaners.....	10
• Customer Service Officer	10
• Digital Service Officer	10
• Engineer	11
• Facilities Manager /Building Manager	12
• Fire Safety Manager	12
• Horticulture Officer	13
• Leasing Executive	13
• Project Manager.....	13

• Property Executive	14
• Property Officer	14
• Public Relations Officer	15
• Quality Control Officer	15
• Quantity Surveyor	15
• Security Officer.....	16
• Technical Executive	16
• Technical Officer	17
• Technician (Lift Rescue)	17
• Technicians.....	17

#1 Advancer Global Facility

Advancer Global Limited is the leading integrated solutions provider specialising in Integrated Facilities Management (IFM) services and workforce solutions. Advancer Global is listed on the Catalist Board of the Singapore Exchange Securities Trading Limited ("SGX-ST").

Advancer Global Facility serves as the holding company and central recruitment arm for the member companies within the Group, encompassing Employment Services, Security, Cleaning, Pest Control, Landscaping, Smart Technologies, and Property & Facilities Management.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Administrative Assistant	<u>Job Description:</u> - Administrative duties in a Condominium or Commercial/Industrial property environment. - Assist the Condominium or Building / Complex Manager. - Attend to enquiries and feedback from residents / occupants. - Booking and collection of money for recreation facilities, residents pass and car park labels. - Assist in organizing festive events. ((e.g.: Christmas party etc). <u>Job Requirement:</u> - Must be willing to work 5½ days (½ day on Saturdays) work week. - Min. GCE "O" Level with 1 year working experience; NITEC in Business Services or Service Management discipline is an advantage. - Customer Service experience is an advantage. - Bilingual in English & Mandarin (to liaise with Native-Mandarin-speaking residents / occupants). - Hands-on experience in Microsoft Office. - Must be well-versed with Microsoft Office applications. - Meticulous and strong organizational skills.	5.5 days / week 9am – 6:30pm (Mon-Fri) 9am-1pm (Sat) - Full time/ Permanent - Location: East
Condominium Manager	<u>Job Description:</u> - Oversee and ensure that estate / building is effectively managed and well maintained. - Lead, supervise, plan and co-ordinate site staff, service providers and contractors in providing maintenance function and smooth operation of the estate / building. - Review of contracts, agreements and insurance before expiry and recommend renewal or call for quotation or tender. - Ensure compliances to statutory requirements for the estate / building. - Preparation and assist in conducting council meetings, annual general meeting and all other sub-committee meetings. - Other job related and ad hoc duties as assigned. <u>Job Requirement:</u> - Must be willing to work in a condominium / residential environment. - Degree or Diploma in Facilities / Building Management or equivalent. - Experience in MCST environment. - At least 3 to 5 years managing an estate or building. - Good knowledge of building maintenance and conversant in the Building Maintenance & Strata Management Act. - Mature and independent with ability to lead team. - Good leadership, interpersonal and communication skills.	5.5 days / week 9am – 6:30pm (Mon-Fri) 9am-1pm (Sat) - Full time/ Permanent - Location: East

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Dishwasher (Kitchen Cleaner)	<u>Job Description:</u> - Commercial kitchen cleaning & dishwashing in Hotel or Hospital environment. - Other ad-hoc work as directed by the Management or Supervisor. <u>Job Requirement:</u> - Physically fit. - Willing to clean commercial kitchens. - Willing to wash toilets. - Able to work with care to handle fragile items.	6 days'/week - Full time/ Permanent - Kitchen #1 (Hotel): 7:00am-7:00pm - Kitchen #2 (Hospital): 9:00am-9:00pm - Kitchen #3 (Hotel): 10:00am-10:00pm - Kitchen #4 (Hotel): 11:00am-11:00pm - Night Shift (Hotel): 11:00pm-7:00pm
General Cleaner (Buona Vista)	<u>Job Description:</u> - Commercial Tech Park assignment. - General cleaning of all facilities, washrooms, and common floor areas. - Cleaning of office units, laboratories, security guard post, etc. - Other ad-hoc work as directed by the Management or Supervisor. <u>Job Requirement:</u> - Physically fit - Positive working attitude 6 months to 1 year experience as a cleaner is advantageous. - Basic command of English to communicate with site Management and tenants whenever required.	6 days'/ week 7am – 7pm (Mon-Sat) - Full time/ Permanent - Location: East
Pest Control Technician (w/Class 3 driving licence)	<u>Job Description:</u> - To perform detailed inspections at customer's premises for any sign of pest or infestations - To conduct site safety inspections, assessments - To carry out prompt and timely pest control treatment at job site (indoor and outdoor) according to job specification and schedule - To provide good quality service to clients and provide recommendations for pest proofing and housekeeping. - To maintain company equipment in good working condition, including company vehicle. - To submit all Service Reports promptly - To perform any other ad-hoc duties. <u>Job Requirement:</u> - Valid NEA Vector Control Technician Licence. - Individuals without hands-on Pest Control experience are welcome to apply. - Possess Class 3 driving license. - Able to write and converse in English; able to complete Service Reports in English - Able to travel island-wide to carry out control services. - Self-motivated; able to work independently or as a team. - Friendly & approachable personality; enjoy meeting and helping people to solve their pest problems.	5 days / week 9am – 6:00pm - Full time/ Permanent

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Property Executive	<u>Job Description:</u> - Managing the daily operations of the property or assisting the Property Manager in a site team. - Manage all Sub-Contractors, supervise & coordinate Facility Management activities and ensure all works adhere to legal regulations. - Preparation of monthly and incident reports pertaining to the site(s). - Ensure smooth operations on site(s). - Manage ad-hoc project(s). - Facilitate incident investigation whenever necessary. <u>Job Requirement:</u> - Must be willing to work in a condominium / residential environment. - Diploma/Degree in Property/Estate/Facilities Management/Engineering or equivalent. - Experience in / Exposure to work in MCST environment. - Knowledge in building works and facilities management. - Knowledge of and conversant in the Building Maintenance & Strata Management Act. - Possess good communication skills in liaising with both internal and external stakeholders.	5.5 days / week 9am – 6:30pm (Mon-Fri) 9am-1pm (Sat) - Full time/ Permanent - Location: East
Security Officer	<u>Job Description:</u> - General Screening. - Guarding & Patrolling. - Access & Egress Control. - Basic Incident Response. <u>Job Requirement:</u> - Valid PLRD licence with competency in the following WSQ modules: - Provide Guard and Patrol Services. - Handle Security Incidents and Services. - Recognize Terrorist Threats.	6 days - Day Shift: 8:00am-8:00pm Night Shift: 8:00pm-8:00am) - Full time/ Permanent
Technician (Building/Estate)	<u>Job Description:</u> - Conduct regular checks and inspections on the grounds and report on irregularities found so as to ensure proper operation of the building. - Carry out servicing, repairs and modification works such as replacing light bulbs, water taps and handyman services. - Carry out preventive and adhoc maintenance work. - To perform other job related and ad hoc duties as assigned. <u>Job Requirement:</u> - NITEC in Engineering or Building Services discipline or relevant trade training, WSQ certificates and experience will be considered. - Preferably with at least 3 years of relevant work experience. - Must be a team player as and when necessary. - May be expect to work after normal working hours if necessary.	5.5 days' / week 9am – 6:30pm (Mon-Fri) 9am-1pm (Sat) - Full time/ Permanent

#2 CBM Pte Ltd

CBM provides a full range of Integrated Facility Management (IFM) services.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
ACMV Technician	Job Description: • Attended to all ACMV related matters, breakdown. • Servicing, maintenance, and testing of ACMV installation. • Carry out additions, alternations, repair, and replacement to the existing ACMV installations in the building as and when required. • Any work assigned by Superior. Job Requirement: • At least N/O Level / NITEC with 2 years of relevant experience.	• 6 days' / week • 44 hours / week • Full time/ Permanent • Location: 48619
Building Technician	Job Description: • Responsible for maintaining proper equipment listing, inspections of the buildings. • Report on maintenance issues and critical incidence and to supervise contractor & technician. • Inspect and check on site that work orders have been carried out accordingly and on time agreed. • Carry out preventive and corrective maintenance work. • Any other ad-hoc assignments assigned by the Management. Job Requirement: • Candidate should possess at least a NTC 3/ NITEC certification in Electrical, Mechanical or Facility Technology. • At least 3 years of relevant working experience / carpentry and plumbing trade is required for this position. • Candidate should be trained in troubleshooting of mechanical and electrical of engineering problems.	• 6 days' / week • 44 hours / week • Full time/ Permanent • Location: 437844
CLASS 4 Driver	Job Description: • To perform the logistic support and delivery of laundry to customers (Hotels). • To assist in receiving, picking, loading/unloading of laundry items. • To follow routes and time schedule. • Ensure cleanliness of the vehicle at all times. • Adhere to safety requirements at all times. • Any other ad-hoc assignments assigned by the Management. Job Requirement: • Candidate should be willing to do Delivery Services. • Candidate must possess a Class 4 / 4A driving license.	• 6 days' / week • 44 hours / week • Full time/ Permanent • Location: 738068
General Cleaner	Job Description: • Perform washing and housekeeping tasks as scheduled and instructed. • Adhere to all rules and regulations. • Responsible for proper housekeeping and maintenance of equipment / tools. • Responsible for proper record of attendance in cleaning schedule forms. • Any other ad-hoc assignments assigned by the Management. Job Requirement: • No experience needed.	• 6 days' / week • 44 hours / week • Full time/ Permanent • Location: 437844
Housekeeper	Job Description: • To maintain the highest standard of room and public area cleanliness and appearance, guest service. • To be responsible for the upkeep and cleanliness in the Housekeeping Department and Public Area cleaning. • To make up beds and conduct room tidiness inspection.	• 6 days' / week • 44 hours / week • Full time/ Permanent • Location: 437844

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	- To maximize cost effectiveness whilst maintaining the highest possible level of service to the guests of the Hotel and highest level of productivity. - To handle and resolve all guest queries and complaints in an efficient manner and to establish an amicable relationship with all clients, customers, and guests of the Hotel. - Perform any other duties as and when required by Management. Job Requirement: - No experience needed.	
Laundry Attendant	Job Description: - Responsible for handling towels/linen/uniforms. - Ensure that accounting and recording of towels/linen/uniforms are correctly done. - Ensure that transferring of towels/linen/uniforms are correctly assigned and placed. - To perform quality check at each section and towels/linen/uniforms accordingly. - To ensure daily housekeeping are carried out. - Any other assigned duties by the company. Job Requirement: - No experience needed.	6 days' / week 44 hours / week - Full time/ Permanent - Location: 738068
Patrol Officer	Job Description: - Responding to any situations or incidents at the car parks. - Conducting patrols and checks at car parks. - On-site incident management. - Carrying out traffic control, regulations, and enforcement action. - Car park observation reports. - Performing any other duties as assigned by the Management. Job Requirement: - No experience needed. - Must possess at least a Class 2B License.	6 days' / week 44 hours / week - Full time/ Permanent - Location: 437844
Plumber	Job Description: - Install, repair, and maintain pipes, valves, fittings, drainage systems, and fixtures in commercial and residential structures. - Respond to, diagnose, and resolve plumbing emergencies. - Any other ad-hoc assignments assigned by the Management. Job Requirement: - At least 3 years plumbing knowledge.	5.5 days' / week 44 hours / week - Full time/ Permanent
Security Officer	Job Description: - Conduct security monitoring with the use of surveillance systems, detect and report security breaches. - Administer access control and alarm monitoring systems to manage access into sensitive and restricted areas. - Respond to security incidents and emergencies and report to key Management staff when necessary. - Keep vigilance against threats of workplace violence and terrorist activities to ensure personnel safety and security. Job Requirement: - At least 1 year(s) of working experience in a related field is required for this position. - First Aid Certificate will be preferred. - Possess a valid PLRD license. - Must be able to meet the physical requirements of the job which include long hours of patrolling and standing.	44 hours / week - Full time/ Permanent - Location: 437844

#3 C&W Services

We put our clients and our people at the center of what's next in the world of real estate.

Click Here for Table of Content

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Assistant Engineer	Job Description: - Organize, co-ordinate and control all members of duty and sub-contractors. He is also required to manage and control the computerized program/system (as and when required). - Manage complaints, breakdowns and fault finding during his duty. He is required to provide support and supervision (as necessary). He is also required to co-ordinate with all service subcontractors regarding repairs / maintenance works. - Provide reports (incident reports, daily inspection report, daily lighting report etc.) to Property Manager. - Manage health and safety matters. - Daily checks on chiller system, to ensure that it is running as it should. - Carry out daily building, equipment, and system inspection. - Supervise works on maintenance matters, service facilities, conservancy work and others. Handle daily operations (during their duty). - Perform manual repair work (where necessary). - Co-ordinate and monitor all corrective and preventive maintenance programs. - Diagnose errors or technical problems and determine proper solutions. - Conduct periodic quality checks on equipment and systems. - Follow up with repair/ replacement work where necessary. - Attended complaints and feedback from tenants/clients. - Attend to any other matter as assigned from time to time. - Handle incoming breakdown calls. - Undertakes any other duties as assigned by the Client/ FM Group. Job Requirement: - Either a diploma in Mechanical or Electrical Engineering or equivalent, with 1-2 years of relevant work experience OR - ITE Certificate in Mechanical or Electrical Engineering or equivalent, with 5 years of relevant work experience. - Alternate Saturday.	5.5 days'/ week 8:30am – 5:30pm (Mon-Fri) 8:30am-12:30pm (Alternate Sat) - Full time/ Contract - Location: Island wide
Administrative Officer	Job Description: - Assist with the administrative tasks pertaining to leasing. - Perform billing and receipting function. - Prepare and maintain all related documents and administrative support. - Request raising of bills, collect, demand, charge and recover from tenants (collections of rentals, services charges, chilled water charges, interest charges, booking fees etc). - Manage and maintain proper records and files of correspondence and documents. - Manage register of Tenants' particulars. - Control and manage the use of common areas and approve usage of common areas on behalf of the Corporation. - Assist in the preparation of the report as and when required by the Corporation. - Ad hoc duties assigned by manager. Job Requirement: - GCE O/ A Level/ Nitec/ Higher Nitec/ Diploma.	5.5 days'/ week 8:30am – 5:30pm (Mon-Fri) 8am-1pm (Alternate Sat) - Full time/ Contract - Location: Island wide

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	- Minimum 2 to 3 years of experience in leasing administrative works. - Candidate with accounting backgrounds is advantage. - Detail and meticulous.	
Cleaners	<u>Job Description:</u> The cleaner is responsible for carrying out cleaning and maintenance duties to ensure the designated sites are in clean and orderly condition. These includes: - Cleaning, stocking, and supplying designated facility areas (dusting, sweeping, vacuuming, mopping, cleaning ceiling vents, restroom cleaning etc). - Performing and documenting routine inspection and maintenance activities. - Carry out heavy cleaning tasks whenever required. - Cooperate with the rest of the staff. - Follow all health and safety regulations. <u>Job Requirement:</u> 1-3 years of relevant working experience. - More senior candidates will be considered for Supervisory positions. - Able to commit to 6 days working schedule.	- Monday to Sunday - Must be willing to work on weekends and public holidays. - Full time/ Contract - Location: Island wide
Customer Service Officer	<u>Job Description:</u> - Answer incoming calls and respond to customer's emails. - Provide accurate and timely information. - Manage customers' complaints and feedback with good closure. - Perform additional or overtime duties during operational exigencies when required. <u>Job Requirement:</u> Minimum N or 'O' levels / Nitec or equivalent.	- Monday to Sunday 3 rotating shifts (8 hours per shift) OR permanent night shifts (5 days, 8 hours per shift) - Must be willing to work on weekends and public holidays. - Full time/ Contract - Location: East
Digital Service Officer	<u>Job Description:</u> - To aid the Client or Corporation in the technology domain. - To leverage FMC's own technologies to implement the necessary digital services required to assist the Corporation. - Work closely with the Corporation on the implementation and integration of systems and applications. Ensure the entire process is being monitored and report any abnormalities detected. - Coordinate and provide the necessary training for any digital service implementation for FMC ground staff. - Responsible for system integration and data transfer between FMC Computerized Maintenance Management System (CMMS) and Client's prevailing solution (system/cloud). - Ensure that data between FMC CMMS and the Corporation are successfully transmitted. - Manage records and relevant documentation and ensure the documents are readily available to the Corporation upon request. - Ensure that all work requests are assigned appropriately and tracked in FMC CMMS until works are functionally completed and such information shall be made available to the Corporation, making sure the adherence to the standards of the Corporation.	5.5 days'/ week 8:30am – 5:30pm (Mon-Fri) 8am-1pm (Alternate Sat) - Full time/ Permanent - Location: west

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	- Keep the Corporation informed on the status of work performed, work schedules and provide major equipment breakdown through digital platform. - Analyze the data coming from the FMC CMMS system, Building Management System (BMS) & Building Optimization System (BOS) to detect insights such as trends and abnormalities. - Based on the insights gained and recommend key action plans to the Corporation to prevent any deterioration of any equipment and persisting of issues. - Manage, operate, and maintain the BMS/ Integrated Building Management System (IBMS) and Energy Management System (e.g. EMCAS or PQMS). - Manage the BMS database and generate regular reports and records. - Manage, monitor and daily log in into the BOS. - Participate in fault rule review for new and existing alerts/faults/warning. - Capture and understand the logic or design parameters of BMS and match them against BOS functionalities (note: different vendors have different Logic strategies). Job Requirement: - Degree or Diploma in technical or IT services or equivalent with minimum 3 and services in Computerized Maintenance Management System (CMMS) and handling data management related to facility management including but not limited to job ticketing, utilities, customer feedback. - Knowledge in cloud services and architecture, computer language and system architecture development to aid development and troubleshooting of both current and future systems.	
Engineer	Job Description: - Responsible for the financial management reports to provide accurate and current assessment of facility management objectives. - Responsible for prompt responses to requests from building tenants and occupants and for the implementation of ongoing contract programs to constantly assess tenant and occupant needs. - Responsible for safety / routine inspection on general facilities of the client office to ensure office facilities and equipment are operating at optimum level. - To plan and carry out predictive and preventive maintenance and follow-up on any defective / malfunction detected in a timely manner. - Supervision of a team of onsite technicians / contractors to emphasize workplace safety. Co-ordinate and supervise weekend and after-hours maintenance and repair works as and when required. - Prepare request for proposal (RFP), technical specification, and scope of works for contract renewal and tender of facilities management services. Job Requirement: - Minimum Diploma in Electrical / Mechanical / Civil / Structural Engineering - Minimum 5 years of relevant working experience. - Experience in managing term contractors and minor project works. - Excellent communication skills, both written and spoken. - Knowledge of the Workplace Safety and Health Act 2006. - Knowledge of risk assessment / risk management onsite. - Preference with candidate holding a Fire Safety Manager (FSM) certificate.	5 days' / week 8:30am – 5:30pm (Mon-Fri) - Full time/ Permanent - Location: Island wide

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Facilities Manager / Building Manager	<u>Job Description:</u> - Lead a team of engineers, technicians and contractors to manage the day-to-day maintenance and functional operations of assigned buildings/ estates. - Ensure that contractors perform their services as per agreed KPIs. - Manage expenditure, address operational and administrative issues, and ensure procedures are carried out properly. - Recommend, provide justification for, and follow-through the variation of work orders within delegated authority. - Establish good relations between own team members and building owners. - Prepare and present weekly service/maintenance and monthly management reports. <u>Job Requirement:</u> - Bachelor's degree in engineering (Electrical or Mechanical), Building Services or its equivalent. - Minimum 5 years of relevant supervisory experience. - Possess strong ability to manage both Hard and Soft FM Services - Excellent written and communication skills.	5 days'/ week 8:30am – 5:30pm (Mon-Fri) - Full time/ Permanent - Location: Island wide
Fire Safety Manager	<u>Job Description:</u> - To perform appointed Fire Safety Manager (FSM) duties for Army Camps as per SCDF regulation but not limited to as below. - To prepare and execute the Emergency Response Plan (ERP) for the premises and distribute the ERP to the occupants of the premises. - To conduct daily checks and inspections within the premises and remove or cause to be removed any fire hazards that is found within the premises and prepare monthly FSM inspection report. - To supervise the maintenance of fire safety works in the premises and follow up on the repair or replacement as and when necessary. - To ensure at all times the fire safety requirements contained in the ERP are complied with. - To conduct in-house fire drills for the occupants of the premises at least 1 or twice in every calendar year or on such occasion as may be directed by the commissioner or SCDF. - To conduct at least 2 table-top exercises within the premises each year and to evaluate the ERP for those premises. To record minutes of meetings and provide feedback for improvement. - To furnish incident reports in the event of fire and other related emergencies, including fire drills and table-top exercise. - To train, coordinate and supervise the Company Emergency Response Team for the premises in first-aid, firefighting, and evacuation in the event of fire or other related emergencies. - To train the occupants in the premises in first aid, firefighting, and evacuation in the event of fire or other related emergencies. - To advise and recommend a list of fire-fighting equipment for the Company Emergency Response Team. - To supervise those premises with Fire Command Centre on the operation in the event of fire and other related emergencies. - To prepare and implement Arson Prevention Plan for the premises. - To prepare fire safety guidebook for the occupants of the premises - To carry out fire risk assessment of the premises and recommend areas of improvement. - To endorse annual Fire Certificate Renewal with PE Endorsement. - To report to the Facilities Operation Manager of the Premises and perform any other tasks as and when assigned to.	5 days'/ week 8:30am – 5:30pm (Mon-Fri) - Full time/ Permanent - Location: Island wide

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<u>Job Requirement:</u> - Diploma in Facilities Management/Mechanical/Electrical/Building or equivalent. - FSM or Senior FSM Cert registered with SCDF (A Must). 1 - 3 Years experience as Appointed FSM at SCDF website.	
Horticulture Officer	<u>Job Description:</u> - In charge of horticultural maintenance of trees, shrubs, turf and landscape sites under the purview of the Town Council. - Design and implementation of minor landscaping projects - Review of landscape design by other consultants to be implemented in the Town. - Supervising contractors, liaising with the National Parks Board and other relevant authorities. - Attending feedback and complaints concerning horticultural matters. - Maintaining of tree and plants records. - Reviewing of tender documents for grass cutting and horticulture maintenance. - Regular trees inspection and record keeping. - Managing tree planting events. <u>Job Requirement:</u> - Diploma or Certificate in Horticulture or Landscaping. 2 years of relevant arborist/horticulture or landscaping experience.	5.5 days'/ week 8:30am – 5:30pm (Mon-Fri) 8am-1pm (Alternate Sat) - Full time/ Contract - Location: North
Leasing Executive	<u>Job Description:</u> - Formulate leasing and marketing strategies with input from Director. - Supervise Leasing and admin team members (if any) in their respective scope of work. - Marketing of vacant properties / space for leasing - Ensuring all leasing matters such as new tenancies, renewals, terminations, etc. are followed through. - Pre-marketing assessment on managed properties including market research. - Liaise with the landlord representatives on all leasing and marketing matters including reports, seeking approvals and feedback. - Liaise with the site team on handing and taking over of units and upgrading, renovation and maintenance works of the managed properties. - Preparing summary and updates for monthly meeting - Perform any related duties as required and directed. <u>Job Requirement:</u> - Minimum Diploma. - CEA license require.	5 days'/ week 8:30am – 5:30pm (Mon-Fri) - Full time/ Contract - Location: East
Project Manager	<u>Job Description:</u> - Prepare a clear development brief in respect of the Project's quality, cost and time requirements and limitations. - Advise on the procurement strategy and prepare project budget and tender documents (pre-contract & post contract administration and procedures). - Provide building technical support to Facility Management encompassing commercial, industrial, and residential properties. - Conduct conditional inspection of existing buildings and inspection for handing and taking over of new developments. - Provide support on technical issues to Client. - Perform project management work in building repairs and replacement and additional and alteration works. - Conduct project meetings with Consultants, Contractors, Clients, etc.	5.5 days'/ week 8:30am – 5:30pm (Mon-Fri) 8am-1pm (Alternate Sat) - Full time/ Contract - Location: Island wide

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	- Coordinate closely with Contractors/ Sub-Contractors or site teams to ensure delivery of result. - Provide weekly project update to Client. - Work with multi-disciplinary Consultant to ensure project works complete on-time. Job Requirement: - Bachelor's degree in project management/ Facilities Management/ Construction Management/ Engineering or equivalent with minimum 3 years of relevant work experience or Diploma with minimum 5 years of relevant work experience. - Multi-disciplined background and experience in Planning, Management, Technical & Contractual skills. - Strong team player with good interpersonal and communication skills. - Dynamic and comfortable to work in a fast-paced environment.	
Property Executive	Job Description: - Responsible for all the estate management matters for the assigned portfolio. - Manage Term contractors in various areas such as building and soft services (Pest control, cleaning, landscape, building repairs /maintenance etc). - Attend to all calls from the Helpdesk, tenants/occupant/staff, and the public, in response to any services breakdown. - Source, negotiate and follow up with contractors on repair and replacement work to ensure work done according to specifications. - Record and report all faults, and other unusual occurrences. - Preparations of monthly and incident report pertaining to the site. - Prepare quotations for repairs and maintenance and items required by client. - Assists on A&A plan submission by tenants. - To work closely with the Manager in addressing tenant's maintenance feedback and ensure all feedback are dealt with promptly. - To prepare documents and conduct inspection for new/renewal/termination tenancy and updating tenant list. - Conduct joint inspection on all finished works order. - Assists Facility Manager in daily operations. - Perform any related duties as required and directed. - Take accountability and ownership of Workplace Safety & Health (WSH) standards and outcomes in building up a Safety Culture. Job Requirement: - Diploma / Degree in Property / Estate / Facilities Management / Engineering or equivalent. - Knowledge in building works and facilities management. - Possess good communication skills in liaising with both internal and external stakeholders.	5.5 days'/ week 8:30am – 5:30pm (Mon-Fri) 8am-1pm (Alternate Sat) - Full time/ Contract - Location: Island wide
Property Officer	Job Description: - Assist the Building Manager in the daily operations. - Manage all Sub-Contractors, supervise & coordinate Facility Management activities and ensure all works adhere to legal regulations. - Preparation of monthly and incident reports pertaining to the site(s). - Ensure smooth operations on site(s). - Manage ad-hoc project(s). - Facilitate incident investigation whenever necessary. Job Requirement: - Higher/NITEC / Diploma in Property / Estate / Facilities Management / Engineering or equivalent.	5.5 days'/ week 8:30am – 5:30pm (Mon-Fri) 8am-1pm (Alternate Sat) - Full time/ Contract - Location: Island wide

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	- Knowledge in building works and facilities management. - Possess good communication skills in liaising with both internal and external stakeholders.	
Public Relations Officer	Job Description: - Management and engagement of residents and public queries, feedback, and complaints. - Manage press queries and print/social media. - Coordinate community events and provide event management support to property teams. - Organize Town Council events (involving 1,000 to 2,000 participants) and private events involving 100 to 200 participants. - Liaison with various stakeholders including Residents' Committees, Grassroots Organizations, Government Agencies and Contractors to ensure corporate and client's image are improved. - Attend all relevant site meetings. - Produce print/online media and collaterals for public engagement. - Perform PR/Customer Service support to property teams and to assist CSO if required. - Assist the PR Manager on special projects as required by Town Council. Job Requirement: - Diploma in Mass Communication. 1 year of relevant experience.	5.5 days'/ week 8:30am – 5:30pm (Mon-Fri) 8:30am-12:30pm (Alternate Sat) - Full time/ Contract - Location: East
Quality Control Officer	Job Description: - Station on site and carry out independent Quality Control Audit daily to all cluster's operation on at least 50% of work done and randomly sampled by ITeFM. The audit shall include both document and site check. - Perform QC checks on Facility Management works (M&E, ACMV, Fire system, Cleaning, Horti services, etc) for respective clusters/camps, and report defects to SP supervisor & TOs to follow up. - Prepare and submit Audit Report to QA auditors, FOM, and account director. - Track and follow up on closure of Correction Actions (CA) and Preventive Actions (PA) as recommended in the audit reports. - Represent the respective cluster in Authority Audit or other audits. - Report directly to QA auditor on QC report and audit matters. Job Requirement: - Diploma in Facilities Management / Electrical Engineering / Mechanical Engineering / Building Services or equivalent. - Min 2 years' relevant experience in Facilities Management or Quality Management. - ISO Internal Auditor Certification is preferred. - Candidates with class 3 driving license will be at an advantage.	5 days'/ week 8:30am – 5:30pm (Mon-Fri) - Full time/ Permanent - Location: Island wide
Quantity Surveyor	Job Description: - Provide the cost and contracts administration services. - Carry out cost control to ensure that the Material Procurement Tender Schedule is within the allocated budget as specified by Client. - Prepare and report financial projection and carry out budgetary and expenditure control of Contractors' contracts prior to commencement of work. - Prepare and recommend monthly progress payment claims and final account submitted by the term contractors and to ensure timely and complete submission for payment. - Evaluate and carry out joint measurement with Contractors on their claims for Purchase Order/ Works Order	5.5 days'/ week 8:30am – 5:30pm (Mon-Fri) 8am-1pm (Alternate Sat) - Full time/ Permanent - Location: Island wide

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	- Administer term contract works to be carried out by Contractors (before and after start of work) compile, check, certify and confirm Contractors' invoices to ensure that the invoices tally with Purchase Order/ Works Order. - Review and prepare specifications, evaluate, and recommend tender submissions. - Carry out contract documentation and preparation relating to tender acceptance and contract execution. - Obtain and monitor the Performance Bonds, Bankers Guarantees and any other forms of insurance. - Prepare tender documents, tender evaluation report, variation agreements and render professional advice on any penalties, liquidated damages when deem necessary. Job Requirement: - SISV member is a plus. - Diploma / Degree in Quantity Surveying or its equivalent. - Minimum 3 years of relevant QS experience. - Possess good communication skills.	
Security Officer	Job Description: - Responsible for health and safety of all stakeholders. - Deliver required security service based on Standard Operating Procedures and Work Instructions. - Provide first point of contact for all stakeholders. - Ensure integrity and security of Singapore Sports Hub. - Monitor & control access and egress of all persons in and out of Singapore Sports Hub, ensuring accurate records of all visitors are maintained. - Patrolling and security checks. - Manning of Security Command & Control Centre. - Other security officers' duties are not limited to the above. Job Requirement: - Valid Security Licence issued by PLRD / SIRD. - Min 1-year relevant experience as a security officer in patrolling duties/ CCTV control room responsibilities. - Ability to stand & walk for long periods of time. - Able to work rotating 12-hour shift including weekends and Public Holidays. 4 days' work week - Positive attitude and able to take responsibility. - Good command of spoken & written English. - Able to communicate clearly. - Able to work in a team.	- Monday - Sunday 8am to 8pm/ 8pm to 8am (Rotating shift) - Full time/ Contract - Location: East
Technical Executive	Job Description: - Assist the Building Manager in the daily operations. - Lead a team in the provision and implementation of maintenance services at designated client's site. - Troubleshoot building services failures when necessary. - Supervise, plan and organise a team of on-site contractors in carrying out planned and ad-hoc maintenance and their work routines. - Ensure efficient and effective maintenance of Client's facilities through routine check and preventive maintenance strategies. - Source, negotiate and follow up with contractors on repair and replacement work to ensure work done according to specifications. - Check & ensure adequacy of spares & stocks for repairs & maintenance function of equipment.	5 days'/ week 8:30am – 6:30pm (Mon-Fri) - Full time/ Contract - Location: Island wide

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Compile, collate and analyze operational data and reports for continuous improvement. • Ensure all statutory licenses and permits are renewed in a timely manner. • Ensure contractors carry out work in accordance with contract requirements, including evaluation of contractors' performance and review of contract specifications. • Follow up with term contractors on defects rectification after the servicing work. Job Requirement: • Diploma or Nitec in Facility Management / Building Services / Mechanical or Electrical Engineering. • Minimum 3 years of relevant Facility Management, Plumbing & Sanitary, Mechanical or ACMV related working experience. • Ability to plan, organise and supervise a team of contractors in carrying out planned and ad-hoc maintenance work. • Possess good communication skills and be able to relate to different levels of people.	
Technical Officer	Job Description: • Plan for Inspection and Maintenance Programs • Maintain inventory lists with our Strategic Partner • Submit relevant reports and provide updates to internal teams. Job Requirement: • Diploma in Facilities Management / Mechanical Engineering / Electrical Engineering / Building Services or equivalent. • 2 years relevant experience in a FM service provider • FSM / ECO / other FM and Safety related certificates will have added advantages.	• 5.5 days'/ week • 8:30am – 5:30pm (Mon-Fri) • 8:30am-12:30pm (Alternate Sat) • Full time/ Contract / Permanent • Location: Island wide •
Technician (Lift Rescue)	Job Description: • Rescue passengers trapped in HDB lifts. • Repair and/ or restore essential electrical, plumbing, and sanitary services. • Isolate electricity supply to affected areas during the outbreak of a fire or any emergency case. • Adjust ripple times switches and replace defective starters and fluorescent tubes. • Clear chokages in manholes, main soil & waste pipe, common corridor and balcony rainwater downpipes, building aprons, void decks and wash areas at apartment blocks. • Carry out temporary repairs to leaking common sewer pipes. • Open roof access trap door for contractors with permission from Town Councils • Any other ad-hoc duties as assigned whenever required. Job Requirement: • GCE N Level and above. • Minimum 2 years working experience in a related field. • Possess Class 2B and own vehicle. • Required to work on shift hours and beyond normal working hours. • Team player and the ability to handle work under pressure.	• Monday – Sunday (4 days/week) • 2 rotating shifts (12 hours per shift) • Must be willing to work on weekends and public holiday • Full time/ Contract • Location: Island wide
Technicians	Job Description: • Work closely with the Technical Officers to plan, coordinate and execute the maintenance plan by Term Contractors. • Liaise with Contractors and workmen to ensure proper work procedures adhere to local authorities' regulations and act. • Certify completion of work done for payment. • Prepare and submit relevant reports and checklists on a timely basis.	• 5.5 days'/ week • 8:30am – 5:30pm (Mon-Fri) • 8:30am-12:30pm (Alternate Sat) • Full time/ Contract • Location:

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<u>Job Requirement:</u> • Higher NITEC/NITEC in Electrical / Mechanical / Mechatronic Engineering. • Entry level candidates are welcome to apply as on-the-job training will be provided. • Candidates will need to possess own vehicle.	Island wide

[Click Here for Table of Content](#)

e2i Services

- Career Coaching & Job Matching
- SkillsFuture Advice

Concerned about your Job Security in this period?

In this critical period, we wish to help all workers to tighten their job security. We have compiled a list of resources for you to widen your search, sharpen your skills, and receive funding support.

Meet an e2i Career Coach

For jobseekers who need to speak to a career coach for career advisory and support, they can make an appointment online to meet up with an e2i coach for one-to-one coaching.

<https://e2i.com.sg/app>

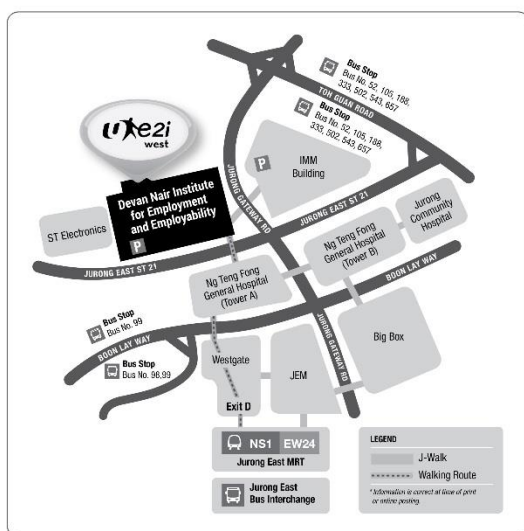


You can also reach them at the following centres (By appointment only):



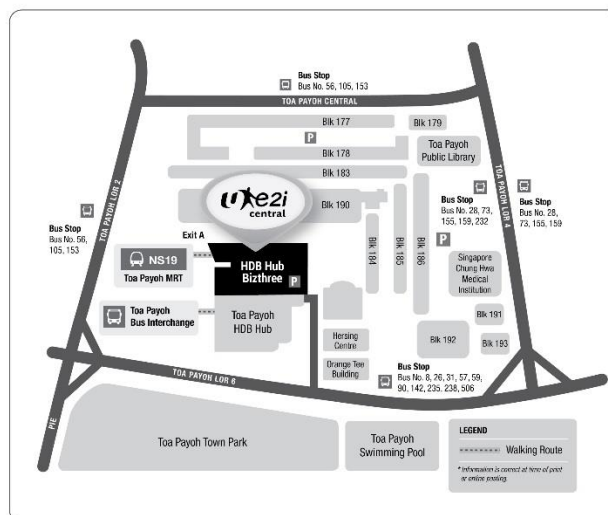
e2i west

Devan Nair Institute of Employment and Employability
80 Jurong East St 21 Level 2
Singapore 609607



e2i central

HDB Hub Bizthree
490 Lorong 6 Toa Payoh #07-11
(Lift Lobby 1) Singapore 310490



Operating Hours: Monday till Friday: 9am to 5pm

Saturday: 9am to 1pm

Sunday & Public Holiday: Closed

NTUC Job Security Council's Telegram Channels

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

- Subscribe to **PMET Jobs-Alert**
(e.g. Analysts, Engineers, Executives, Technicians, etc)
<https://bit.ly/jsc-ja-pmet>
- Subscribe to **Non-PMET Jobs-Alert**
(e.g. Temporary, part-time jobs, operators, packer roles)
<https://bit.ly/jsc-ja-nonpmet>

