e2i Built Environment & EM Services Recruitment Fair @AMK HUB

JOB LISTING BOOKLET

Date: 30 November 2026
Time: 10am to 4pm



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)

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. EM SERVICES PRIVATE LIMITED

EM Services is a joint venture between the Housing & Development Board (HDB) and Keppel Land Limited. Today, EM Services is one of Singapore's largest estate and property management company with a suite of services across residential, commercial & industrial properties and also student accommodation. We are committed to deliver the highest standard of facility management services through excellence in People, Service, Systems and Innovations. Our commitment to creating positive environments for all to live, work, learn and play in is reflected through our values and in the way we approach everything that we do whether as a team or as individuals.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Analyst, Business Process & Solutions	**Job Description:** • Lead process discovery workshops and analyse current-state processes. • Identify opportunities for simplification, standardisation, automation and control enhancement. • Gather, document and validate business and functional requirements. • Translate business needs into user stories, functional specifications and acceptance criteria. • Develop future-state process and solution designs. • Lead UAT planning, execution, defect management and business sign-off. • Support change management, communications, training and user adoption activities. • Track and validate transformation benefits and process improvement. **Job Requirement:** • Degree in Business, Finance, Information Systems or equivalent • Experience in Business Analysis, Process Improvement, Transformation or Shared Services environments • Strong experience in process mapping, requirements gathering and solution design • Experience leading UAT and implementation activities • Experience in Finance Shared Services, ERP implementation or digital transformation projects • Exposure to Power Platform, workflow automation, RPA or AI-enabled solutions • Knowledge of process improvement methodologies (Lean, Six Sigma, Continuous Improvement).	• 5 days • 8am - 5.30pm • Full time/Permanent • Location: Various
Assistant Engineering Executive (Mechanical)	**Job Description:** • Assist the Project Manager in managing mechanical upgrading, replacement and improvement projects such as domestic water pumps, water pipes, water tanks, fire protection systems and other projects assigned from planning through completion and handover. • Conduct regular inspections at HDB residential blocks and other Town Council facilities • Verify mechanical equipment and materials delivered to site against approved submissions and specifications. • Ensure contractors comply with applicable Workplace Safety and Health requirements and approved site safety procedures. • Assist with measurement and verification of completed works for progress payment assessment.	• 5 days • 8am - 5.30pm • Full time/Permanent • Location: Various

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Conduct joint completion inspections with contractors and Town Council representatives. • Other duties as assigned from time to time. **Job Requirement:** • Diploma in Mechanical Engineering, Building Services Engineering, Mechanical & Electrical Engineering, Facilities Engineering or another relevant engineering discipline from a recognised institution. • Candidates with relevant NITEC/Higher NITEC qualifications together with strong practical experience in mechanical building services may also be considered. • Knowledge of relevant Singapore building, fire-safety and Workplace Safety and Health requirements will be advantageous. • Able to communicate clearly and professionally with contractors, colleagues, consultants, Town Council representatives and residents. • Competent in Microsoft Word, Microsoft Excel & Microsoft Outlook / email communication. • Able to work independently, keen to learn, self- motivated and discipline.	
Assistant Project Manager (Lift)	**Job Description:** • Responsible for all activities on the project, the field team and people on site ensure that quality and safety standards are not compromised. • Projects must be delivered on time, oversee budget and cost control and in accordance with the contract scopes and specifications. • To prepare and submit progress reports, progress claims, safety reports, materials to purchase and ad-hoc reports for projects. • Liaison will be required with the clients and consultants for design and with management team, supply chain and vendors, suppliers, sub-contractors and internal support functions. • Coordination and liaise with Architects/ Consultants / Main Contractors / Vendors / Sub-Contractors / Clients and Authorities. • The candidate will be fully accountable for the overall financial result of each project and will be expected to regularly monitor and review progress against plan and where necessary to take action to mitigate overspending on costs. • Lead the project team in the execution of projects. • Project planning and resource allocation. • Conduct site survey (pre-commencement, post project etc). • Documentation and effectively communication with external parties and internal departments (approval of drawings, samples, schedule, delays, technical clarifications, EOT, etc). • To attend site meetings with customers and vendors. • Other duties as assigned from time to time. **Job Requirement:** • Candidate must possess at least a Diploma in Engineering (Civil), Engineering (Mechanical / Electrical / Electronics/ Mechatronics), Project Management or equivalent.	• 5 days • 8am - 5.30pm • Full time/Permanent • Location: Various

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• WSQ Manage Workplace Safety and Health in Construction Sites (CSCPM) or Construction Safety Course for Project Managers – CSCPM Certification. • Proficient in Microsoft Word, Excel, PowerPoint and Microsoft Project. • Has effective communication (written and verbal) & negotiation skills. • Able to multitask and manage time efficiently. • Able to perform under pressure in a fast-paced environment. • Good team player and able to work independently with minimum supervision. • Desire to learn and possesses positive attitude with results.	
Contracts Manager	**Job Description:** • Work with Clients and Project Manager and Consultants on the procurement of works for construction projects. • Prepare post-tender cost analysis. • Prepare and compile tender documents. • Conduct tender briefing / site show round. • Call and close tenders / quotations. • Evaluate tenders and quotations and prepare tender/quotation and reports • Prepare draft Letter of Award. • Compile Contract Agreement for Client's execution. • Any other ad-hoc duties which may be assigned from your supervisor from time to time. **Job Requirement:** • Degree in Construction/Engineering/Building/QS or equivalent • At least 10 years' experience in projects adopting Public Sector Standard Conditions of Contract (PSSCOC), SIA Building Contracts • Well versed in Microsoft Office knowledge (Excel, Word, PowerPoint). • Effective communicator • Meticulous, proactive and a team player and have a keen sense of timeliness in completing tasks • Strong in verbal and written communication skills.	• 5 days • 8am - 5.30pm • Full time/Permanent • Location: Various
Finance Manager, Commercial & Costing	**Job Description:** • Build and maintain integrated financial models that translate operational assumptions into Profit & Loss, Balance Sheet and Cash Flow outcomes. • Support pricing reviews, tender submissions, contract renewals and business development opportunities through financial analysis and modelling. • Develop costing models and profitability analyses to support commercial decision-making and margin improvement initiatives. • Build business cases for new contracts, investments, strategic initiatives and transformation projects. • Perform scenario analysis and sensitivity testing to assess financial risks, opportunities and alternative transaction structures.	• 5 days • 8am - 5.30pm • Full time/Permanent • Location: Various

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Support management discussions by providing clear financial insights, recommendations and commercial analysis. • Partner business units, operations and corporate functions to evaluate opportunities, challenge assumptions and improve financial outcomes. • Continuously improve modelling tools, templates and analytical capabilities to support business growth and decision making. **Job Requirement:** • Degree/Diploma in Finance/ Accounting/ Economics/ Engineering or equivalent • At least 5 years relevant working experience in FP&A, commercial finance, financial modelling or corporate finance. • Strong financial modelling and Excel capabilities. • Experience in pricing, costing, tender support or business case development preferred. • Experience working with operational and commercial stakeholders • Strong financial modelling capability, including integrated P&L, Balance Sheet and Cash Flow modelling. • Commercial and business acumen • Costing, pricing and profitability analysis. • Scenario analysis and business case evaluation. • Strong analytical and problem-solving skills. • Effective stakeholder management and communication skills. • High attention to detail and strong ownership mindset.	
Higher/Technician (Lift)	**Job Description:** • Ensure all work is carried out in accordance with workplace safety requirements, risk assessments, permit-to-work systems, and site procedures. • Execute and lead pre-commissioning inspections and commissioning activities for lift systems. • Conduct functional, safety, and performance testing in accordance with project specifications, work instructions, and applicable industry standards. • Diagnose and resolve electrical, mechanical, and control-related issues during testing and commissioning activities. • Coordinate with project engineers, subcontractors, clients, consultants, and relevant authorities to achieve project milestones and successful project delivery. • Support inspections, witness testing, statutory inspections, and project handovers. Provide technical guidance, coaching, and on-the-job training to technicians and junior team members. • Maintain accurate test records, commissioning reports, inspection checklists, defect logs, and handover documentation. • Support continuous improvement initiatives through effective problem-solving and root cause analysis. **Job Requirement:**	• 5 days • Full time/Permanent • Location: Various

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• NITEC, Higher NITEC, Technical Diploma, or equivalent qualification in Electrical, Mechanical, Mechatronics, or related disciplines. • Valid WSQ Apply Workplace Safety and Health in Construction Sites (formerly CSOC) certification. • Minimum 3-5 years of relevant experience in lift testing and commissioning, installation, modernization, or maintenance of lift systems. • shift work.	
IT Officer/Executive	**Job Description:** • Provide day-to-day IT support and troubleshoot hardware, software, network, Microsoft 365 and end-user issues. • Manage user accounts, access rights, endpoint devices, and employee IT onboarding and offboarding. • Manage IT assets, including inventory, equipment, issuance, replacement and disposal. • Coordinate with IT vendors and service providers on incidents, maintenance, system support and issue resolution. • Provide operational support for Town Council business applications and IT infrastructure. • Support cybersecurity activities, including security incidents, patching, endpoint compliance and security awareness. • Maintain IT documentation and support IT audits, governance and compliance activities. • Participate in IT projects, system implementations, process improvements and digitalisation initiatives. • Liaise with HQ IT and relevant stakeholders on IT operations and technology initiatives. • Leverage AI and digital tools, including Microsoft Copilot, to improve productivity, documentation and work processes. **Job Requirement:** • Diploma or Degree in Information Technology, Computer Science or a related discipline. • Minimum 3 years of relevant hands-on experience in IT support, IT operations, system administration or a similar role. • Good working knowledge of Windows, Microsoft 365, networking and end-user computing. • Experience with Microsoft Entra ID, Intune, endpoint management and cybersecurity tools. • Experience with Microsoft Power Automate and/or Power BI for process automation, reporting or data visualisation would be an added advantage. • Tech-savvy and comfortable using AI tools such as Microsoft Copilot for productivity, problem-solving and day-to-day work. • Strong troubleshooting and problem-solving skills, with the ability to work independently and take ownership of issues through resolution. • Good communication and interpersonal skills, with the ability to work effectively with users, vendors and stakeholders. • Service-oriented, organised and willing to learn and adopt new technologies.	• 5.25 days • 8am - 5.30pm • Full time/Permanent • Location: Various

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Lift Maintenance Engineer	**Job Description:** • Assist in the inspection, maintenance, and repair of lift systems, and related equipment. • Follow safety guidelines and procedures while supervising/performing maintenance work to ensure a safe working environment for yourself and your team. • Assist in conducting safety inspections to ensure that all lift systems comply with regulatory standards and safety protocols. • Participate in training programs to improve your technical knowledge of lift systems, including learning about electrical, mechanical, and hydraulic components. • Gain knowledge in using lift maintenance management software (e.g., GOfm, CMMS) to update maintenance records, track repairs, and manage service schedules. • Assist in diagnosing lift system malfunctions, including mechanical, electrical, and control system issues. • Work under the guidance of senior engineers to solve complex problems and implement effective solutions. • Help maintain accurate records of inspections, maintenance activities, repairs, and parts replacements. • Document service reports, including the identification of faults, repairs performed, and any follow-up actions required. • Collaborate with senior engineers and other team members to complete maintenance tasks in a timely and efficient manner. • Communicate effectively with clients, contractors, and other team members about the status of lift systems and service requirements. **Job Requirement:** • Bachelor's degree or diploma in Mechanical Engineering, Electrical Engineering, or a related field (recent graduates are welcome to apply). • Basic knowledge of mechanical, electrical, or control systems is a plus. • Basic understanding of lift systems, electrical circuits, and mechanical components. • Ability to work with hand tools and basic mechanical equipment. • Good problem-solving skills and the ability to troubleshoot issues under guidance. • Strong attention to detail and willingness to learn. • Strong communication and interpersonal skills to work well within a team. • Eagerness to learn and develop your technical skills. • Ability to follow instructions and work independently when required. • A positive attitude and strong work ethic. • Familiarity with using software tools for scheduling and reporting (e.g., CMMS). • Previous experience in a technical role (internships, apprenticeships, or academic projects related to lift systems or engineering).	• 5 days • 8am - 5.30pm • Full time/Permanent • Location: Various

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Lift Repair Manager	**Job Description:** • Plan and coordinate cyclical works, ensuring timely execution and compliance. • Assist in preparing quotations for repair and cyclical repair works, where required. • Standardise technical drawings for lift repair spare parts and the parts purchase. • Coordinate with procurement, safety and internal teams for smooth project / repair job completion. • Supervise and guide a lift repair team to ensure work is completed safely and efficiently. • Conduct site inspections to assess lift conditions with clients / customer, where required. • Support and be involved in internal and external audits, ensuring proper documentation and compliance. Ensure compliance with safety regulations and industry standards. • Monitor work progress, timelines, and quality of execution. • Maintain proper documentation, reports, and technical records. • Support the digitalisation of lift repair processes, including documentation, reporting, and workflow tracking. • Any other ad-hoc work assigned by supervisor / management. **Job Requirement:** • Diploma with experience or Degree in Electrical, Mechanical, or Mechatronics Engineering, or any other relevant certification. • Minimum 5 years' experience in lift/elevator repair and maintenance. • Experience in supervising technical teams. • Ability to read and prepare technical drawings (AutoCAD or similar tools preferred). • Knowledge of lift systems, components, and safety requirements. • Strong organizational and problem-solving skills. • Good communication and leadership abilities. • Ability to manage multiple tasks and deadlines.	• 5 days • 8am - 5.30pm • Full time/Permanent • Location: Various
Lift Technician (Repair)	**Job Description:** • Perform lift repair works in accordance with company procedures, and within designated timeframes. • Thoroughly inspect lifts before and after repairs to ensure all issues are resolved and the lift is safe and fully operational. • Verify that all safety devices and protection features are in working condition before returning the lift to service. • Report any unrepairable issues or parts requiring additional attention to supervisors promptly. • Recommend follow-up repairs or component replacements as necessary to maintain lift performance and safety. • Document and submit accurate repair records. including parts used, repair actions taken, and lift status updates. • Ensure proper communication by informing relevant staff when the lift status is 'Out Of Service (OMS)' and once it is switched back on.	• 5 days • 8am - 5.30pm • Full time/Permanent • Location: Various

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Provide feedback to service mechanics with any recurring problems. unusual findings, or potential improvements during the repair process. • Adhere strictly to safety protocols and participate in toolbox talks and ongoing safety training. • Undertake any other ad-hoc duties or assignments as directed by the reporting Officer / management. **Job Requirement:** • NITEC equivalent qualification, relevant certificate or diploma in engineering or a related field is preferred. • Proven experience as a Lift Technician, with a strong understanding of lift systems and their components. • In-depth knowledge of lift installation, maintenance, and repair techniques. • Familiarity with lift control systems, electrical wiring, and hydraulic systems. • Ability to read and interpret technical diagrams, blueprints, and manuals. • Strong problem-solving and troubleshooting skills. • Excellent attention to detail and a commitment to quality workmanship. • Good physical stamina and the ability to work at heights. • Excellent communication and interpersonal skills. • A valid driver's license (motorbike) and be able to carry out call back operation. • Able to carry out overtime as required. • Candidates with experience in the Lift industry are encouraged to apply. • On the Job Training will be provided.	
Manager, Procurement (1 Year Contract)	**Job Description:** • Provide advice on procurement policy, procedures and processes to internal and external stakeholders. • Ensure compliance to Procurement Policy and SOPs for all procurement related activities. • Prepare and publish quotation/tender documents in accordance with requirements. • Coordinate requirements with stakeholders across Business Units and Clients. • Conduct review and evaluation of quotation/tender. • Prepare summary of bids/approval papers/Letter of Award. • Provide support in periodic reporting. • Assist with internal process improvement through procurement strategies • Conduct vendor screening and analytical studies where required. • Any other ad-hoc duties as assigned from time to time. **Job Requirement:** • Degree in Building/Construction Management/Quantity Surveying or equivalent • At least 3 years project management experience • Good knowledge of BCA regulations, construction methods, contract administration, and WSH requirements • Experience in A&A, R&R, upgrading, maintenance, or infrastructure projects	• 5 days • 8am - 5.30pm • Full time/Permanent • Location: Various

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Strong technical, coordination, and stakeholder management capabilities • Able to manage multiple projects independently under tight timelines • Familiarity with PSSCOC forms of contract, as well as accreditation with the Society of Project Managers (SPM) or PMP (Project Management Professional) certification, would be advantageous.	
Project Coordinator	**Job Description:** • Conduct feasibility study and site survey to determine the scope of the project • Supervise tender management including preparing tender documents, conducting tender / quotation / pre-qualification exercises, evaluate tenders and recommend selection of contractors • Oversee the project team in the execution of Repairs & Redecoration, reroofing and Additions & Alterations projects • Carry out periodic site inspections • Oversee budget & cost control for all projects under the Town Council • Supervise and monitor Contractors & Consultants, including external project management consultants engaged by the Town Council • Hold regular coordination meetings with project management consultants and ensure all projects are within required time, budget, and quality • Update key stakeholders on project progress regularly • Other duties as assigned from time to time. **Job Requirement:** • Has relevant tertiary or professional qualifications or Diploma in Building/ Quantity Surveying / Building Management & Maintenance / Construction Management / Structural & Civil Engineering • Preferably with at least 2 years of relevant experience in handling building/ maintenance related projects from inception to completion • Have a good understanding of WSHA • Proficient in Microsoft Word, Excel, Powerpoint and Microsoft Project • Has effective communication & negotiation skills • Able to multitask and manage time efficiently.	• 5.25 days • 8am - 5.30pm • Full time/Permanent • Location: Various
Project Executive(Lift)	**Job Description:** • Responsible for all activities on the project, the field team and people on site ensure that quality and safety standards are not compromised. • Projects must be delivered on time, oversee budget and cost control and in accordance with the contract scopes and specifications. • To prepare and submit progress reports, progress claims, safety reports, materials to purchase and ad-hoc reports for projects. • Liaison will be required with the clients and consultants for design and with management team, supply chain and	• 5 days • 8am - 5.30pm • Full time/Permanent • Location: Various

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	vendors, suppliers, sub-contractors and internal support functions. • Coordination and liaise with Architects/ Consultants / Main Contractors / Vendors / Sub-Contractors / Clients and Authorities. • The candidate will be fully accountable for the overall financial result of each project and will be expected to regularly monitor and review progress against plan and where necessary to take action to mitigate on overspending in costs. • Lead the project team in the execution of projects. • Project planning and resource allocation. • Conduct site survey (pre-commencement, post project etc). • Documentation and effective communication with external parties and internal departments (approval of drawings, samples, schedule, delays, technical clarifications, EOT, etc). • To attend site meetings with customers and vendors. • Update key stakeholders on project progress regularly. • Other duties as assigned from time to time. **Job Requirement:** • Candidate must possess at least a Diploma (Mechanical / Electrical / Electronics/ Mechatronics), Project Management or equivalent. • WSQ Manage Workplace Safety and Health in Construction Sites (CSCPM) or Construction Safety Course for Project Managers – CSCPM Certification. • At least 3 years of working experience in the related field is required for this position. • Proficient in Microsoft Word, Excel, Powerpoint, Power BI and Microsoft Project.	
Project Executive (QS)	**Job Description:** • Prepare cost estimates, budgets, and cost plans for projects. • Administer contracts in accordance with the applicable Conditions of Contract (e.g. PSSCOC) • Evaluate and certify contractors' progress payment claims. • Assess and recommend Variation Orders (VOs), claims, and contractual entitlements. • Monitor project expenditure against approved budgets and report on cost status. • Prepare cost reports and cash flow forecasts management and clients. • Measure completed works and verify quantities on site where required. • Prepare, negotiate, and finalise Final Accounts with contractors and consultants. • Review contractors' quotations and verify the reasonableness of rates and prices. • Attend site meetings, technical meetings, and progress meetings with consultants, • contractors, clients, and stakeholders. • Maintain proper records of contractual correspondence, cost documentation, and project files. • Identify contractual risks and recommend appropriate mitigation measures.	• 5 days • 8am - 5.30pm • Full time/Permanent • Location: Various

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Provide contractual advice to project teams throughout the project lifecycle. • Ensure compliance with company procedures, procurement policies, and statutory requirements. **Job Requirement:** • Possess relevant Diploma in Building / Quantity Surveying / Project & Facilities Managements or other relevant qualifications. • Minimum 3–5 years of relevant QS experience in construction, maintenance, A&A, or estate upgrading projects • Candidates with more than 8 years of relevant experience and proven leadership capabilities may be considered for the QSM. • Experience in public sector or town council projects will be an advantage.	
Property Officer	**Job Description:** • Supervise and control conservancy contractors according to contract specifications in order to ensure cleanliness in the estates • Enforce liquidated damages • Requisite and control inventories • Enforce environmental public health rules, e.g., prevention of mosquitoes breeding, rodent and pest infestation • Carry out daily estate work using the estate inspection system • Liaise, supervise and control contractors. Monitor and evaluate contractors' performance. • Identify building defects and recommend remedial action and also carry out preventive maintenance works • Recommend and implement estate improvement works and cyclical maintenance projects as and when required • Prepare and control budget estimates • Attend to feedback, complaints and services requested by the residents • Liaise with councilors, community leaders, grassroots organisations and other government departments as well as attend Residents' Committee, Standing Committee and council meetings • Enforce Town Council's by-laws • Supervise newer S/POs on major and complicated works such as repair to spalling concrete, reconstruction of sunken apron, construction of retaining wall and improvement and upgrading works • Liaise with government agencies on works carried out in the estate • Liaise with HDB's upgrading contractors and attend working committee meetings for HUP, HIP, etc • Assist in monitoring progress of A&A, improvement & cyclical maintenance work projects programme • Inspect landscape sites, turfs, trees, shrubs and flowerbeds in accordance with the schedule submitted by the term contractors	• 5 days • 8am - 5.30pm • Full time/Permanent • Location: Various

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Monitor the standard of maintenance works (including tree pruning and grass cutting) provided by the contractors and submit feedback to S/HOs • Implement landscaping projects in consultation with the S/HOs • Assist S/HOs to take over completed landscape projects and turf areas • Conduct home visits to remind residents for arrears payment and identify financial hardship cases • Monitor arrears cases, Invite quotations • Issue works orders and performance budget control • Attend to cases from HDB's BSC Module • Perform call centre and counter duties if required • Monitor and compile record for improvement and assist in CIPC submissions • Apply for CIPC funding and claims • Provide training to new recruits under OJT programme • Monitor PUB utility consumption • Accompany MPs for house visits • Attend grassroots functions and support S/PM and PRM in preparation of events / functions and Town Council's activities • Other duties as assigned from time to time **Job Requirement:** • Diploma in Estate Management/ Building and Facilities • Management/ Real Estate/ Leisure and Business Facilities • Management with at least 2 years of relevant experience to qualify for SPO • HNITEC / NITEC / GCE 'O' Level: At least 2 years of relevant work experience to qualify for PO • Technical knowledge of building maintenance matters • Sanitary and plumbing system • Electrical Design & Maintenance of Electrical Components • Contracts supervision and administration • Building by-laws • Town Council Financial Rules • Positive work attitude, Service Oriented,Team worker • Able to withstand stress • Good interpersonal skills • Good planning and organisation skills • Computer skills (i.e. Word, Excel, Power point) • shift work needed	
Public Relations Manager	**Job Description:** • Provide 360° communications support (internal and external) to Head of Department (Public Relations) • Support and evaluate results of communication campaigns with the team • Provide day-to-day execution of workplans, assist in operations review, and assist in monitoring compliance of communications framework/s and branding • Provide administrative/secretarial support and relationship management to Town Council's Communications & Engagement Committee, including preparation of agenda papers, scheduling, and records keeping	• 5 days • 8am - 5.30pm • Full time/Permanent • Location: Various

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Manage all digital marketing channels (e.g. website, social media accounts, emails etc) to ensure brand consistency, measure ROI and KPIs, and monitor social media trends. • Draft content and produce videos for social media • Manage the design and content of website • Assist in the curation, copywriting and delivery of all publications such as Annual Report, Newsletters, 5-Year Masterplan • Assist in preparing content for print media that includes notices, advisories and posters • Monitor and track all news stories and reports on all media channels • Handle media enquiries and replies to feedback providers. **Job Requirement:** • Diploma/ Degree in Mass Communications/Digital Media Production/Marketing or other equivalent educational qualifications • Good knowledge in Sustainability & Green practices is a plus • Good copywriting skills with strong command of written and spoken English • Knowledge of design and editing softwares (e.g Canva/Photoshop/Illustrator/InDesign/Premiere Pro/iMovie) • Knowledge of photography and videography • Good understanding of SEO/SEM, digital marketing tools and social media platforms • Good understanding of social media trends and current affairs • A good team player.	
Senior Associate, Internal Audit	**Job Description:** • Gather and analyse data and information required for the planning of each audit engagement. • Support his Team Leader to design and apply data analytics techniques (using Excel, ACL, Tableau) in audit assignments to identify potential issues, trends and anomalies. • Assist in the design of audit program (including audit procedures and audit tests) of each audit assignment. • Perform internal audit work (including follow-up of past audit issues) and gather evidence in accordance with the approved audit program. Provide timely update to Team Leader the job status. • Assist in evaluating the effectiveness and efficiency of business processes and related risk management, internal controls and governance process, and ensure compliance with regulatory requirements and Company's policies and procedures. • Assist in identifying corporate governance, internal controls and business process improvement issues for initial discussion with appropriate process owners and management personnel. • Document accurate audit work performed and audit result in a clear and organised manner, supported by audit evidence for review by Team leader. Resolve review notes and apply learning to future assignments. • Identify, develop and draft comprehensive audit observations (including root causes and risks) on	• 5 days • 8am - 5.30pm • Full time/Permanent • Location: Various

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	weaknesses in control environment, and make value-added recommendations for process improvements. • At the end of fieldwork review, assists Team Leader in conducting closing meetings to communicate draft audit findings to management. • Assist Team Leader in finalizing the audit findings, recommendations, and reports, and collate management responses and action plans to mitigate risk. • Track issues identified by Internal Audit and external auditors and monitor implementation progress of management action plans. Conduct validation review on management remediation actions to address control deficiencies. **Job Requirement:** • Diploma/Bachelor's degree in communications, journalism, public relations, or a related field (essential) • Have good understanding of 360° communications i.e. print, digital, mainstream media management, event management, and customer service operations • Have an eye for details, meticulous and a good command on language/s, including nuancing, tone of voice, messaging etc • Able to work under pressure, adapt and respond quickly to extraordinary circumstances/deadlines e.g. crisis communications • Highly computer literacy with capability in office and communication-related softwares; knowledge of other media-related applications will be an advantage.	
Senior Automation Developer	**Job Description:** • Design, develop and support solutions using Power Apps, Power Automate and Dataverse. • Build automation workflows, business applications and system integrations. • Develop automation scripts, utilities and integrations using Python. • Implement logging, monitoring and exception handling for production solutions • Develop solutions using AI Builder, Azure OpenAI, Copilot Studio and related technologies. • Implement document processing, classification, summarisation and other AI-driven automation use cases. • Evaluate emerging AI capabilities and recommend suitable business applications. • Integrate Power Platform solutions with Microsoft 365, SharePoint Online, Azure services, ERP system and other third-party applications. • Develop and maintain RPA or API-based integrations. • Support data migration, transformation and synchronisation activities. • Troubleshoot and resolve issues in production environments. • Maintain technical documentation, support procedures and solution designs. • Support Power Platform governance, security, environment management and DLP policies.	• 5 days • 8am - 5.30pm • Full time/Permanent • Location: Various

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Ensure compliance with organisational security and operational standards. • Translate business requirements into technical solutions. • Collaborate with business users, project teams and vendors. • Manage multiple initiatives while balancing delivery, quality and security requirements. **Job Requirement:** • Degree/Diploma in Computer Science/IT/Software Engineering or equivalent, Specific Skills/Knowledge • At least 5 years relevant working experience • Strong analytical, problem-solving and documentation skills. • Ability to engage business stakeholders and translate requirements into technical solutions. • Hands-on experience with Microsoft Power Apps, Power Automate and Dataverse • Proficiency in Python development and automation scripting. • Experience integrating systems using REST APIs, JSON and related technologies. • Working knowledge of SQL and relational databases. • Experience supporting and troubleshooting production applications. • Experience with Azure OpenAI, AI Builder, Copilot Studio or other AI technologies / Power BI and reporting solutions / Finance, Shared Services or ERP systems / with CI/CD, DevOps and Power Platform ALM would be advantageous	
Senior Technician /Technician (Installation)	**Job Description:** • Senior Technician to have minimum 2-5 more years of experience than technicians. • Read and interpret blueprints to determine the layout of system components and select the equipment needed for lift installation work. • Assemble lift car components, including platforms, walls, and doors. • Install lift parts and equipment, ensuring proper functionality and safety. • Connect electrical wiring to control panels, electrical motors, and other lift system components. • Assist in attending calls related to lift matters and perform deployment tasks as required. • Undertake any other ad-hoc duties or assignments as directed by the reporting officer / management. **Job Requirement:** • Relevant NITEC / Higher NITEC / Diploma in Mechanical, Electrical, Mechatronics, Lift Engineering, Building, or equivalent technical qualification, or a related discipline is preferred. • Proven experience as a Lift Technician, with a strong understanding of lift systems and their components. • Relevant hands-on experience in lift installation, modernization, testing, maintenance, or related vertical transportation works is advantageous. • Able to read lift mechanical drawings and electrical/wiring diagrams.	• 5 days • 8am - 5.30pm • Full time/Permanent • Location: Various

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Comfortable working at construction sites, lift shafts, machine rooms, and other designated work areas, subject to applicable safety requirements. • Strong problem-solving and troubleshooting skills. • Excellent attention to detail and a commitment to quality workmanship. • Good physical stamina and the ability to work at heights. • Excellent communication and interpersonal skills. • Good safety awareness, teamwork, and ability to follow technical instructions and work procedures. • Willing to support site deployment and work according to project requirements.	
Senior/Finance Admin Assistant	**Job Description:** • Perform counter duties on rotation basis (e.g. collection of payments, attending to resident enquiries, etc.). • Perform accounting duties such as bank reconciliation, A/R, A/P, invoicing, data entry, invoicing, etc. • Handle general administrative duties. • Assist in preparing monthly reports, perform day-end closing, prepare payment vouchers & reminder notices. **Job Requirement:** • Minimally GCE 'O' Level • No Experience with Nitec/Higher Nitec/Diploma in Accounting may be considered as well • At least 2 years of relevant accounting experience • Proficiency in Microsoft Office (Word and Excel).	• 5 days • 8am - 5.30pm • Full time/Permanent • Location: Various
Senior/Project Executive (RTO)	**Job Description:** • Carry out site study to verify the scope of works against actual site condition • Assist in the preparation of tender specifications and form of tender • Carry out daily site supervision for Repairs & Redecoration, Reroofing and Additions and Alterations projects • Handover projects to clients upon completion • Assess progress payments due to contractors based on actual work done on site • Compute variation works by taking-off quantities and site measurements • Prepare Final Accounts for projects upon completion • Monitor contractors' work progress and performance **Job Requirement:** • Diploma in Building, Quantity Surveying, Construction Management, Civil Engineering, NCCS, or related disciplines. • Minimum 2 years of relevant experience in construction or site supervision, preferably in building or civil engineering projects • Candidates with Resident Technical Officer (RTO) Certification or relevant site supervision certification will be an added advantage. • Familiar with site inspection, quality control, and ensuring works are carried out according to approved drawings and specifications.	• 5 days • 8am - 5.30pm • Full time/Permanent • Location: Various

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Experience in coordinating with contractors, consultants, and project stakeholders on site matters.	
Senior/Project Manager	**Job Description:** • Support and manage building repair and maintenance projects, including tendering, contractor coordination, site inspections, and cost control. • Lead and manage construction, upgrading, A&A, R&R, reroofing, and infrastructure projects from planning to completion. • Oversee contractors and consultants to ensure timely delivery, quality workmanship, site management, and compliance with project requirements. • Monitor project progress, costs, quality, and timelines in accordance with contracts and approved budgets. • Conduct site inspections, technical reviews, coordination meetings, and progress reviews. • Ensure compliance with approved drawings, BCA regulations, and Workplace Safety & Health requirements. • Review work programmes, method statements, variation orders, and progress claims. • Identify project risks and resolve technical or site issues promptly. • Manage contract administration, project documentation, reporting, and authority submissions. • Liaise effectively with clients, Town Councils, consultants, contractors, and authorities. **Job Requirement:** • Degree in Building / Construction Management / Quantity Surveying or equivalent. • At least 3 years of project management experience. • Good knowledge of BCA regulations, construction methods, contract administration, and WSH requirements. • Experience in A&A, R&R, upgrading, maintenance, or infrastructure projects. • Strong technical, coordination, and stakeholder management capabilities. • Able to manage multiple projects independently under tight timelines. • Familiarity with PSSCOC forms of contract, as well as accreditation with the Society of Project Managers (SPM) or PMP (Project Management Professional) certification, would be advantageous.	• 5 days • 8am - 5.30pm • Full time/Permanent • Location: Various
Senior/Property Manager	**Job Description:** • Oversee the team in management and maintenance of buildings and common properties. • Administer tenancy/lease related matters. • Managing yearly budgets and doing presentations. • Work closely with Councilors, Residents, Grassroots' Organizations and relevant Government Agencies. **Job Requirement:** • Degree in Building Services/Facilities Management/Real Estate Business or other building related Degree. • No experience candidates with relevant qualifications are welcome to apply.	• 5.25 days • 8am - 5.30pm • Full time/Permanent • Location: Various

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Candidates with more years of relevant position will be considered for Senior roles. • Team Player with high Integrity, Leadership, Problem-Solving and Interpersonal skills. • Able to work under pressure and tight deadlines.	
Senior/Property Officer	**Job Description:** • Carry out estate inspection, identify building defects and supervise maintenance and improvement works. • Attend to residents/tenants' enquiries, monitor contractors' performance and manage arrear cases. • Working with grassroot leaders on maintenance issues and to organize activities • Any ad hoc duties as assigned by the supervisor. **Job Requirement:** • Candidate must possess at least one Professional • Certificate/NiTEC, Diploma, Advanced/Higher/Graduate Diploma, Property Development/Real Estate Management or equivalent • Diploma in Building / Facilities Management / Real Estate Business / Intelligent building • Non-Diploma holders are required to have at least 3 years experience in Facilities Management (minimally Nitec) • No experience candidates with relevant Diploma are welcome to apply • Able to work under pressure and willing to do overtime.	• 5.25 days • 8am - 5.30pm • Full time/Permanent • Location: Various
System Manager	**Job Description:** • Manage system configuration, users, access rights, approval workflows, delegation and audit trails. • Establish system governance, data standards, access controls and administration procedures across TownSphere, SharePoint and Power BI. • Coordinate requirements, workflow design, configuration, data migration, UAT, training, rollout and post-implementation review. • Maintain and prioritise the TownSphere Phase 2 and wider digital enhancement roadmap. • Work with PMs, QSs, AAs and stakeholders to translate operational requirements into practical digital workflows. • Identify opportunities for automation, standardisation, integration and reduction of manual processes. • Monitor completeness, accuracy and timely updating of project, budget, EOT, RVO, claims, programme, DLP and contract closure information. • Develop and maintain Power BI dashboards, KPIs, alerts and exception reports for management. • Escalate significant data gaps and overdue actions to responsible parties. • Maintain appropriate SharePoint structures, permissions, document libraries and project records. • Support document governance, version control, retention and integration with TownSphere and other records-management requirements. • Coordinate user onboarding, training, SOPs and ongoing system support.	• 5 days • 8am - 5.30pm • Full time/Permanent • Location: Various

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Monitor adoption and reduce unnecessary parallel spreadsheets, manual registers and offline processes • Monitor system availability, incidents, defects, backup, recovery, storage and performance. • Coordinate resolution, contingency and recovery arrangements with IT and system vendors. • Monitor vendor performance, support response, maintenance and defect resolution against agreed SLAs. • Monitor development, hosting, storage, licence, maintenance and enhancement costs against approved budgets. • Maintain enhancement, change and release controls, including UAT, approvals and implementation records. • Ensure user access, approvals, system changes and key transactions are auditable. • Support cybersecurity, records-retention and audit requirements in consultation with IT. • Monitor platform effectiveness and recommend improvements based on usage, user feedback and operational requirements. • Measure improvements in automation, data visibility, project controls and reduction of manual work. **Job Requirement:** • Degree in Information Systems, Project Management, Engineering, Business Administration or related discipline, with relevant experience in business systems administration, project controls, data management, UAT, digital transformation and vendor coordination. • Practical experience with Microsoft SharePoint, Power BI and Microsoft 365, together with knowledge of project budgeting, EOT, RVO, claims, programme, DLP and contract closure processes, would be advantageous.	
Workplace Safety and Health Officer	**Job Description:** • To identify and assess any foreseeable risk arising from the workplace or work processes therein • To recommend reasonably practicable measures to eliminate any foreseeable risk to any person who is at work in that workplace or may be affected by the occupier's undertaking in the workplace • To recommend such reasonably practicable measures to minimise the risk and such safe work procedures to control the risk • To implement the measures of safe work procedure referred to in (3) • To enter, inspect and examine at any reasonable time the workplace • To inspect and examine any machinery, equipment, plant, installation or article in the workplace • To require the production of workplace records, certificates, notices and documents kept or required to be kept under the Act, including any other relevant document, and to inspect and examine any of them • To make such examination and inquiry of the workplace and of any person at work at that workplace as may be necessary to execute his duties;	• 5.5 days • 8am-5.30p(Mon to Fri) • 8.30am-12:30pm (Sat) • Full time/Permanent • Location: Various

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• To assess the levels of noise, illumination, heat or harmful or hazardous • substances in the workplace and the exposure levels of persons at work therein; • To respond promptly to and investigate any accident, dangerous occurrence or occupational disease that occurred within the worksite and advise on the remedial control measures to be taken to prevent any recurrence • To work closely with the relevant authorities (e.g. Ministry of Manpower/Occupational Safety and Health Division) on Environmental, Health and Safety (EHS) matters • To assist the management in EHS promotion to promote awareness among workers by organizing campaigns, training courses, competitions, etc. • Part of the Risk Management Team and will be involved in reviewing and commenting on Risk Assessments • Conduct Safety Induction Training for new sub-con workers • Manage sub-contractors' safety procedures and ensure compliance with the Company's Health and Safety standards, policies and practices • To generate and submit weekly inspection reports, warning letters, penalty letters and monthly safety management slides • To participate in monthly WSH compliance inspections together with management • To conduct emergency response drills and mass toolbox meetings • Be responsible for any other duties that may be assigned to you from time to time as the superior/management deem fit • Oversee all other matters relating to WSH. **Job Requirement:** • Holders of Specialist Diploma in WSH (Level C), or Degree in Safety & Health related studies • Registered Workplace Safety & Health Officer (WSHO) with Ministry Of Manpower (MOM) – preferred • Registered Fire Safety Manager (good to have) • At least 3 to 4 years of work experience relevant to the work to be carried out by a WSH Officer. Experience in construction sites would be an added advantage. • Good understanding of Workplace Safety and Health Act and its subsidiary legislation and other safety regulations from other Governmental authorities e.g. NEA, SCDF, BCA, HDB etc. • Able to conduct presentations in meetings • Ability to speak and write good English is essential for reports and presentations in meetings .	

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2. e2i services

- Career Coaching & Job Matching
- Skills Future Advice

We have compiled a list of resources for you to widen your search, sharpen your skills, and receive funding support.

Meet an e2i Career Coach

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

https://e2i.com.sg/app

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

e2i Career Centre
(Devan Nair Institute for Employment and Employability)
80 Jurong East St 21,
Level 2, Singapore 609607
Operating Hours
Mondays: 2:30pm – 5:00pm
Tuesdays – Fridays: 9:00am – 5:00pm
Saturdays: 9:00am – 1:00pm

e2i Career Centre
(One Marina Boulevard)
1 Marina Boulevard, #B1-03,
Singapore 018989
Operating Hours
Mondays: 2:30pm – 5:00pm
Tuesdays – Fridays: 9:00am – 5:00pm
Saturdays: 9:00am – 1:00pm

e2i Career Centre
(Our Tampines Hub)
ServiceSG Centre Our Tampines Hub,
1 Tampines Walk, #01-21,
Singapore 528523
Operating Hours
Mondays: 2:30pm – 5:00pm
Tuesdays – Fridays: 9:00am – 5:00pm
Saturdays: 9:00am – 1:00pm

e2i Career Centre
(AMK HUB)
ServiceSG Centre@AMK Hub,
53 Ang Mo Kio Ave 3,#04-02
Singapore 569933
Operating Hours
Mondays: 2:30pm – 5:00pm
Tuesdays – Fridays: 9:00am – 5:00pm
Saturdays: 9:00am – 1:00pm

Or make an appointment at any of our 23 Jobs & Skills Centres located island-wide:
https://www.e2i.com.sg/locations/#SGUJSC

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NTUC Job Security Council's Telegram Channels

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

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