

e2i Jobs & Skills Roadshow@ Heartland Malls (22 Aug – 12 Sept 24)

JOB LISTING BOOKLET



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

About e2i (Employment and Employability Institute)

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 Aetos 5**
 - Auxiliary Police Officer 5
 - Security Officer..... 5
 - Escort Driver (Security) 6
- #2 SATS Security Services 7**
 - Auxiliary Police Officer 7
 - Security Officer..... 7
 - Flexi Security Officer 7
- #3 Soverus 7**
 - Security Officer (SO)..... 7
 - Security Officer (SO) Part-Time 7
 - Senior Security Officer (SSO)..... 7
 - Senior Security Officer (SSO) Part-Time 7
 - Security Supervisor (SS)..... 7
- #4 UMES Solutions 8**
 - Healthcare Attendant..... 8
 - Linen Attendant 9
 - Patient Service Associate / Concierge Specialist..... 9
 - Housekeeping Team Leader / Supervisor 10
 - Team Leader (Visitor Management Service)..... 10
 - Room Attendant..... 11
 - Public Area Cleaners 11
 - Meal Service Associate..... 12
 - Housekeepers..... 12
 - Healthcare Porters 13
- #5 ISS Facility Services 15**
 - Cleaning crew 15
 - Cleaning Supervisor..... 15
 - Patient Transfer Porter 15

- Technician 16
- Building Engineer 16
- Mechanical Engineer 17
- AV Technician 17
- Mobile Receptionist cum Tea Lady 17
- Receptionist 18
- #6 Advancer Global Facility..... 19**
- Property Executive / Condominium Manager 19
- Complex Manager 19
- Technician (Building / Estate)..... 20
- #7 RE Sustainability Cleantech 21**
- Cleaner 21
- Cleaning Supervisor..... 21
- Multi Skilled Driver..... 21
- (Class 3 & 4 Drivers Needed)..... 22
- Restroom Cleaners 22
- #8 Chye Thiam Maintenance Pte Ltd 23**
- Environmental Service Specialist (Full Time) 23
- Environmental Service Specialist (Part Time) 23
- Supervisor 23
- Indoor Cleaner 23
- Street/ Estate Cleaner (Central Area) 24
- Night Shift Outdoor Cleaner..... 24
- Multi Skilled Cleaner cum Machine Operator 24
- Food Handler..... 24
- Table-Top Cleaner (Full & Part Time) 24
- #9 Sun City Maintenance 25**
- Common Cleaner 25
- Restroom Cleaner 25
- Operations Supervisor..... 25
- Operations Executive 25
- Operations Manager 26

#10 e2i services..... 27

#1 Aetos**22 Aug & 5 Sept: NTUC LHUB@Tampines Mall****29 Aug & 12 Sept: NTUC LHUB@CausewayPoint**

AETOS Holdings, part of the Surbana Jurong Group, is a leading unified security and safety solutions provider based in Singapore. Established in 2004, AETOS has more than 70 years of experience in safeguarding key national maritime, aviation, and infrastructure installations. Since then, it has spearheaded efforts to transform the security industry by leveraging innovative technologies, upskilling its 5000-strong workforce, and expanding its capabilities to accelerate all its business areas. Committed to Securing Our Future, AETOS is always on the lookout for extraordinary individuals who have the passion to make a positive impact in our community.

[Click Here for Table of Content](#)

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Auxiliary Police Officer	<ul style="list-style-type: none"> At least 3 GCE 'N' Levels Physically fit with normal color vision, no hearing defects and visible tattoo Able to work shift duties (Including extended shift, weekends & public holidays) Applicants who are not able to do IPPT may consider applying for unarmed APO positions 	<ul style="list-style-type: none"> Checking of boarding, staff, and valid entry passes. Checking of persons, belongings and vehicles. Detection of illegal immigrants, prohibited and contraband goods or items, forged travel documents 	<ul style="list-style-type: none"> 12hours/ Islandwide
Security Officer	<ul style="list-style-type: none"> At least secondary 2 NSRS (WSQ) certification would be advantageous No colour blindness or hearing defects Able to work shift duties (Including extended shift, weekends & public holidays) Additional requirements for Part-Time. Must be a trained security officer with a valid PLRD License 	<ul style="list-style-type: none"> Manning of static/access control points, Issuing of visitor/contractor pass in exchange for their identification cards 	<ul style="list-style-type: none"> 12 hours/ Islandwide

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Escort Driver (Security)	<ul style="list-style-type: none"> • At least secondary 2 • NSRS (WSQ) certification would be advantageous • No colour blindness or hearing defects • Able to work shift duties (Including extended shift, weekends & public holidays) • Additional requirements for Part-Time. Must be a trained security officer with a valid PLRD License 	<ul style="list-style-type: none"> • Pickup & drop off officers, may require to collect items, overall in charge of the vehicle, performing security officer duties 	<ul style="list-style-type: none"> • 12 hours/ Islandwide

Click Here for Table of Content

#2 SATS Security Services

22 Aug & 5 Sept: NTUC LHUB@Causeway Point

Established in 1956, SATS Security Services is the first Auxiliary Police Force in Singapore. We are the preferred choice of security service provider for both the government and private sectors. We offer a wide spectrum of armed and unarmed security services in both aviation and non-aviation sectors

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Auxiliary Police Officer	<ul style="list-style-type: none"> N levels and above, medically fit, pes B and above 	<ul style="list-style-type: none"> Aviation & Non aviation Security 	<ul style="list-style-type: none"> 12 hours shift/Islandwide
Security Officer	<ul style="list-style-type: none"> Secondary PLRD License 	<ul style="list-style-type: none"> Aviation & Non aviation Security 	<ul style="list-style-type: none"> 12 hours shift/Islandwide week
Flexi Security Officer	<ul style="list-style-type: none"> Secondary PLRD License 	<ul style="list-style-type: none"> Aviation Security 	<ul style="list-style-type: none"> Short shift hour/ Islandwide

#3 Soverus

22 Aug & 5 Sept: NTUC LHUB@ Ang Mo Kio Hub

Soverus was set up on 23 Apr 2008 to provide Security and Risk Consultancy Services. The Company expanded its services including Security Guarding, Security Systems, Security Consultancy, Big-data Analytics, Cyber-Security and IT Forensics.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Security Officer (SO)	<ul style="list-style-type: none"> Secondary PLRD License 	<ul style="list-style-type: none"> Guarding, access control, patrol 	<ul style="list-style-type: none"> 6 am to 6pm or 8am to 8pm/ Islandwide
Security Officer (SO) Part-Time	<ul style="list-style-type: none"> Secondary PLRD License 	<ul style="list-style-type: none"> Guarding, access control, patrol 	<ul style="list-style-type: none"> 6 am to 6pm or 8am to 8pm/ Islandwide
Senior Security Officer (SSO)	<ul style="list-style-type: none"> Secondary PLRD License 	<ul style="list-style-type: none"> Guarding, access control, patrol 	<ul style="list-style-type: none"> 7am to 7pm or 8am to 8pm/ Islandwide
Senior Security Officer (SSO) Part-Time	<ul style="list-style-type: none"> Secondary PLRD License 	<ul style="list-style-type: none"> Guarding, access control, patrol 	<ul style="list-style-type: none"> 7am to 7pm or 8am to 8pm/ Islandwide
Security Supervisor (SS)	<ul style="list-style-type: none"> Secondary PLRD License 	<ul style="list-style-type: none"> Guarding, access control, patrol 	<ul style="list-style-type: none"> 7am to 7pm or 8am to 8pm/ Islandwide

#4 UMES Solutions

22 Aug & 5 Sept: NTUC LHUB@ Northpoint City

29 Aug & 12 Sept: NTUC LHUB@Tampines Mall

UEMS, established in 1988, is a leading Integrated Facilities Management (IFM) company in Singapore, specializing in technical maintenance and support services. Serving the Healthcare, Hospitality, Commercial, Public, Industrial, Educational, and Religious institutions, UEMS leverages diverse knowledge to deliver innovative non-clinical support services, offering comprehensive solutions to building owners. Prioritizing People and Technology, the company fosters a positive work environment, encouraging staff to provide continually improving services. UEMS values reliable client partnerships, positioning itself not just as a solution provider but as a trustworthy partner committed to understanding and meeting business

[Click Here for Table of Content](#)

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Healthcare Attendant		<ul style="list-style-type: none"> • Orientate patients to assigned beds/facilities. • Answer patient's calls and relay patient's requests to department-in-charge. • Attend to patient's basic needs e.g. toilet baths, bed sponging, serving of meals and drinks, feeding. • Conduct bedpan/urinal rounds; change patient's diapers. • Walk patients to toilet and assist them in toilets. • Monitor restless patients and ensure that they are safe and comfortable. • Chaperone female patients where required. • Clean spillages, discharges, and vomit bowls, urinals as and when needed. • Maintain the tidiness and cleanliness of beds, lockers and non-patient rooms (e.g. store room). • Assist in inventory of linen and department items (e.g. flasks, pillows, bedpans). • Any other relevant duties as and when assigned by the Superior. 	<ul style="list-style-type: none"> • 6.45am to 4.15pm /12.15pm to 9.45pm • Sengkang

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Linen Attendant	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Report to Linen Supervisor/Executive on any linen operational concerns • Receive and verify the quantity of clean linen delivered by launderer • Pack and store clean linen onto linen room rack and/or designated linen locations • Pack clean linen onto linen trolleys for respective user department accordingly and report if otherwise • Collect soiled linen daily as per schedule • Conduct linen quality inspection and prepare linen condemn list in accordance to pre-determined schedule • Examine laundered items to ensure cleanliness and serviceability • Issue memo to launderer for rewash linen • Maintain proper and accurate inventory linen stock movement record • Keep linen room in clean and orderly condition • Assist in answering calls from service hotline • Any other relevant duties as and when assigned by Linen Supervisor/Executive 	<ul style="list-style-type: none"> • 7.30am to 3.30pm / 7:30am to 4:30pm • Alexandra / Little India
Patient Service Associate / Concierge Specialist	<ul style="list-style-type: none"> • N Level 	<ul style="list-style-type: none"> • Perform visitor registration, concierge services and information counter services • Handle complaints/ feedback and resolve issues by performing service recovery. • To update or escalate to Team Leader of any incident that occurred and steps taken to rectify issues • Assist in kiosk registration, queue management, entry and exit access via gantries 	<ul style="list-style-type: none"> • 11.30am to 9.00pm • Outram Park

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Attend to patients/ visitors' enquiries and feedback • Provide wayfinding and wheelchair assistance 	
Housekeeping Team Leader / Supervisor	<ul style="list-style-type: none"> • N Level 	<ul style="list-style-type: none"> • Supervise a team of Housekeepers in carrying out cleaning works and maintaining cleanliness of the assigned areas. • Conduct regular roll-call and ensure staff are properly attired and groomed, and necessary information cascaded during the roll-call. • Handle feedback and complaints, respond to customer's request promptly. To escalate to Superior when necessary. • Maintain and ensure that all equipment clean, well labelled and in good working conditions. • Oversee the planning and scheduling of the Housekeepers. • Any other relevant duties as and when assigned by the Superior 	<ul style="list-style-type: none"> • 7am to 4pm / 8am to 5pm / 9am to 6pm / 12pm to 9pm / 1pm to 10pm / 9pm to 6am / 10pm to 7am • Islandwide
Team Leader (Visitor Management Service)	<ul style="list-style-type: none"> • N Level 	<ul style="list-style-type: none"> • To carry out counter operations according to the hospital's guidelines, procedures and policies consistently. • Plan weekly duty roster and manage the deployment of staff for all Visitor Registration Counters. • Supervise and monitor performance of staff to ensure service levels are met. Provide coaching and counselling when necessary. • Manage resources including manpower, equipment and supplies in daily operations. 	<ul style="list-style-type: none"> • 630am to 4pm / 730am to 5pm / 1030am to 8pm / 1130am to 9pm • Outram Park

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Investigate causes of discrepancies and complaints and take corrective actions. Raise necessary documentations (Incident Report [IR]) 	
Room Attendant	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Performing in daily cleaning of the guest room, common areas, and replenishment of amenities. Ensuring cleanliness of the guest rooms and the common area must meet the standard requirement by Management. To carry out other duties as assigned by the housekeeping supervisor or the Management. Handle housekeeping requests by guests To check and deliver the guest's laundry to the guest room daily. Able to handle all kinds of chemicals required for cleaning duties Undertake any other ad hoc duties as and when assigned by the superior. 	<ul style="list-style-type: none"> 8am to 430pm Islandwide
Public Area Cleaners	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Ensure all public restrooms, toilets are cleaned, and amenities are stocked at all times Maintain cleanliness of walls, floors, doors and table tops as and when necessary, in the lobby area at all times. Empty and clear trash bins in public areas Maintain furniture and equipment in a serviceable condition and report any defects immediately to the superior 	<ul style="list-style-type: none"> 7:00 am to 4:00 pm/ 9:00am to 6:00 pm/ 2:00pm to 11:00pm 10:00pm to 7:00 am Islandwide

Click Here for Table of Content

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Handle all lost and found properties by following the correct procedure • Carry out any projects and assignments as directed by the Superior 	
<p>Meal Service Associate</p>	<ul style="list-style-type: none"> • O Level 	<ul style="list-style-type: none"> • Updating patient's meal requirements in meal ordering system • Serving of meals (Breakfast, Lunch, Dinner, Tea Break) & collection of meal trays after meal service • Preparation and serving of beverages • Serving of adhoc beverages, snacks and supper • General maintenance and stocking of ward pantry (includes wipe down of ward trolleys) • Gather patient feedback and attend to and resolve patients' feedback on meal related issue • May be required to conduct beverage preparation in Central Kitchen • Any other Meal Service Associate related work scope as required 	<ul style="list-style-type: none"> • 645am to 315pm/ 1230pm to 9pm • Outram Park
<p>Housekeepers</p>		<ul style="list-style-type: none"> • Attend regular roll call meetings to know daily operational deployment. • Attend in-service training to learn new skills and service knowledge to perform housekeeping services. • Execute routine cleaning assignments at assigned areas (such as patient wards, compound areas, critical surgical areas, medical center, administration offices, laboratory areas, waiting compound areas and public restrooms). 	<ul style="list-style-type: none"> • 44 hours / weeks • Islandwide

Click Here for Table of Content

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Use various cleaning chemicals and disinfectants on deployed areas. • Operate machinery for project and periodic cleaning, disinfection on non-medical/medical equipment, if required. • Ensure the environmental service standards are met. • Escalate any matter/ feedback to the upline superior when necessary. • Undertake any other ad hoc duties as and when assigned by the superior. 	
<p>Healthcare Porters</p>		<ul style="list-style-type: none"> • Attend regular roll call meetings to know daily operational deployment. • Attend in-service training to learn new skills and service knowledge to perform portering services. • Carry out portering duties which include but are not limited to the following: • With the help of ward staff, assist in transporting and transferring patients on trolley to the wards and to other hospitals, where required. • With the help of ward staff, assist in receiving and transferring patients from and to the ambulance, where required. • With the help of ward staff, assist fall risk patients on and off wheelchairs. • Send patients to ancillary departments for treatment / examination. • Accompany patients to allied health departments for treatment/examination, where required. 	<ul style="list-style-type: none"> • 44 hours / weeks • Novena/Kent Ridge Sengkang/Simei Woodlands/Yishun/Alexandra

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none">• Send and collect equipment/specimens/blood /x-rays films/case records from allied health/ancillary departments.• Any other relevant duties as and when assigned by the Superior.	

[Click Here for Table of Content](#)

#5 ISS Facility Services

22 Aug & 5 Sept: NTUC LHUB@ Compass One

29 Aug & 12 Sept: NTUC LHUB@ Northpoint City

ISS is a leading workplace experience and facility management company which provides placemaking solutions that contributes to better business performance and makes life easier, more productive and enjoyable – deliverable to a high standards by people who care.

Click Here for Table of Content

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Cleaning crew	<ul style="list-style-type: none"> May be required to work on shifts, weekends & PH 	<ul style="list-style-type: none"> General cleaning with or without toilet cleaning Sanitizing and clearing of rubbish Cleaning of compound 	<ul style="list-style-type: none"> 44 hours/Shift Harbourfront
Cleaning Supervisor	<ul style="list-style-type: none"> Min. GCE "O" Level & Above At least 2-3 years of relevant experiences in related industry will be an added advantage Good organisational skills and meticulous with details Team player with high degree of initiative and able to work independently Good interpersonal with the ability to communicate well at all levels 	<ul style="list-style-type: none"> Conduct daily inspections and take immediate corrective measures to improve below standard performance. Provide adequate training and coach staff to meet the required contractual standards. Perform cleaning duties in assigned areas and cover manpower whenever required (eg. staff on leave/MC/absent). Manage team and does task assigned by Manager 	<ul style="list-style-type: none"> 44 hours/Shift Work Harbourfront
Patient Transfer Porter	<ul style="list-style-type: none"> Minimum "O" Levels / ITE Cert Day and Night shift available Basic IT knowledge is required to handle e-system, computer, smartphones. Able to handle difficult customers. Candidates who have prior similar experience will be considered for the Senior Patient Transfer Porter role 	<ul style="list-style-type: none"> Perform portering services for patients to and from the wards/ specialist clinics/ departments/ external centres in a safe and professional manner. Deliver and collect medical/patient records, specimens, medications or any other items within a hospital environment. Comply with quality service, safety and health requirements of ISS and customers. Build strong relationships with stakeholders and anticipate their needs. Implement productivity related initiatives 	<ul style="list-style-type: none"> 44 hours/Shift Work Harbourfront

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Technician	<ul style="list-style-type: none"> • Educational qualifications with either of the following: • Higher NITEC (or equivalent) in relevant FM discipline, with minimum 3 years relevant experience; or • NITEC (or equivalent) in relevant FM discipline, with minimum 5 years relevant experience; or • Minimum SEC (Skill Evaluation Certification) of relevant FM discipline accredited by BCA, with minimum 5 years relevant experience; or • Minimum 10 years of experience working in healthcare environment. 	<ul style="list-style-type: none"> • Carry out preventive and corrective maintenance of the designated Building premises. • To attend and assisting in firefighting, major breakdown such as pipe burst, ceiling collapse, leaking, choke, etc., when there is an outbreak. • Knowledge in repairing of door accessories and hardware, painting works, carpentry 	<ul style="list-style-type: none"> • 44 hours/Shift Work • Harbourfront
Building Engineer	<ul style="list-style-type: none"> • Degree in Civil Engineering / FM discipline with minimum 3 years experience; or Diploma in Civil Engineering / FM discipline with minimum 5 years of relevant experience. • Preferably minimum 2-3 years of working experience in a facility management environment. 	<ul style="list-style-type: none"> • Responsible for building services such as Civil, Structural, infrastructure works • Inspection of Building Structures, earth retaining structures, civil/structural elements, slope, handrails • Provide support and advice to technical officer and technicians on Building Services 	<ul style="list-style-type: none"> • 44 hours/Shift Work • Harbourfront

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Mechanical Engineer	<ul style="list-style-type: none"> • Minimum Diploma/Degree in Mechanical/Building engineering related field. • Minimum 3-5 years of relevant experience. • Pro-active, ability to prioritize work and achieve desired result. • Independent, able to work with minimum supervision and have a good understanding of critical workflow. • Able to commit 5.5 days' work week with staggered rest days implemented due to operational requirements 	<ul style="list-style-type: none"> • Responsible for mechanical services, system operations and maintenance program not limited to systems such as Lifts, Escalator, Fire Alarm System, Autodoors, Pumps, Plumbing, wheelchair, macerator, patient bed. • Provide support and advice to Technicians on mechanical system related activities. • Advice and lead the technical investigation/troubleshooting for rectifications works 	<ul style="list-style-type: none"> • Office hours • Harbourfront
AV Technician	<ul style="list-style-type: none"> • Experience in the operation of complex AV events and liaising with requestors on setup etc. • Experience in the post-production of video/audio content using current video editing software 	<ul style="list-style-type: none"> • Responsible for the running of in-house events and the day to day operation of AV technology. Plan, operate and manage event and AV operations workflow procedures including a preventive maintenance programme. 	<ul style="list-style-type: none"> • Office hours but must willing to work after office hours and weekends on event days • North Buona Vista Drive
Mobile Receptionist cum Tea Lady	<ul style="list-style-type: none"> • Willing to work at different site locations as and when required to cover colleagues. Professional and presentable individual. • Service-oriented with excellent verbal and written communication skills. • Able work independently and multitask. 	<ul style="list-style-type: none"> • Provide administrative duties at Reception. Handle phone calls and walk-in queries including taking down messages. Meeting room booking and management. Prepare and serve drinks/ beverages to management, visitors. 	<ul style="list-style-type: none"> • Office hours • No fix location

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Receptionist	<ul style="list-style-type: none"> • Minimum education Nitec. • Proficient in English communication skills (spoken and written). • Computer literate with good knowledge of Microsoft Office suite (Outlook/Word/Excel /Powerpoint/Teams) 	<ul style="list-style-type: none"> • Attend to guest enquiries via phone calls, in person, email (eg. directions, WiFi password etc). • Ensure beverages are offered to guests in waiting area, clear used utensils and dispose of waste after guest has left. • Coordinate meeting room booking requests via phone calls or email. • Manage all incoming/outgoing mails and parcels. • Manage visitor arrival and issuance/return of office security access cards for authorized visitors. 	<ul style="list-style-type: none"> • Office hours • Harbourfront

Click Here for Table of Content

#6 Advancer Global Facility

22 Aug & 5 Sept: NTUC LHUB@ Jurong Point

Advancer Global Facility provides building management services to a diverse customer base, including residential, industrial and commercial properties, hospitals, hospitality and food and beverage industries.

Our services include cleaning and stewarding, pest control, landscaping and aquascaping, property valuation/consultation and facility management.

Click Here for Table of Content

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Property Executive / Condominium Manager	<ul style="list-style-type: none"> Managing the daily operations of the property or assist 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). Facilitate incident investigation whenever necessary. Ensure smooth operations on site(s) Manage ad-hoc project(s) 	<ul style="list-style-type: none"> Managing the daily operations of the property or assist 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). Facilitate incident investigation whenever necessary. Ensure smooth operations on site(s) Manage ad-hoc project(s) 	<ul style="list-style-type: none"> 44 hours/ Jurong East
Complex Manager	<ul style="list-style-type: none"> Oversee and ensure that property 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 	<ul style="list-style-type: none"> Oversee and ensure that property 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. 	<ul style="list-style-type: none"> 44 hours/ Jurong East

Click Here for Table of Content

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	or call for quotation or tender. <ul style="list-style-type: none"> • Ensure compliances to statutory requirements for the estate / building. • Preparation and assist in conducting council meetings, annual general meeting and all other sub-committees meetings. • Other job related and ad hoc duties as assigned 	<ul style="list-style-type: none"> • Ensure compliances to statutory requirements for the estate / building. • Preparation and assist in conducting council meetings, annual general meeting and all other sub-committees meetings. • Other job related and ad hoc duties as assigned 	
Technician (Building / Estate)	<ul style="list-style-type: none"> • Conduct regular checks and inspections on grounds and report on irregularities found 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 ad hoc maintenance work. • To perform other job related and ad hoc duties as assigned. 	<ul style="list-style-type: none"> • Conduct regular checks and inspection on grounds and report on irregularities found 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 ad hoc maintenance work. • To perform other job related and ad hoc duties as assigned. 	<ul style="list-style-type: none"> • 44 hours/ Jurong East

#7 RE Sustainability Cleantech

29 Aug & 12 Sept: NTUC LHUB@ Ang Mo Kio Hub

Asia's leading integrated resource management company, Re Sustainability, is committed to making the world more sustainable. We promote effective resource management to create increasing and sustained value for all our stakeholders. We bring sustainability to the forefront of everything through a wide array of solutions, including Waste Management, Recycling, Integrated Environmental Services, Consultancy, Facilities Management, Car Park Management, and Construction & Demolition Waste Management, among others. With an extensive footprint of 60 operating locations spread across the world, we're poised to enable a sustainable future.

Click Here for Table of Content

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Cleaner	<ul style="list-style-type: none"> • Primary • Have a good level of hygiene and cleanliness • Good and responsible team players • Able to start immediately or short notice of period • Open to retirees • Willing to travel with an area. 	<ul style="list-style-type: none"> • The cleaner is responsible to carry 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, restroom cleaning and etc) • Performing and documenting routine inspection and maintenance activities 	<ul style="list-style-type: none"> • Islandwide
Cleaning Supervisor	<ul style="list-style-type: none"> • Primary • Good leadership skills • Always setting as a role model to the team • Have good customer service quality and cleaning standards • Good interpersonal and communication skills 	<ul style="list-style-type: none"> • Manage a site team • Supervise General Cleaning operations • Supervise Toilet Cleaning operations • Plan and supervise periodical cleaning task • Ad hoc cleaning as per Operations / Area Manager instructions • Track and report daily attendance • Perform quality checks and join inspection with OM and client • Handle feedback from clients • Interview and recruit cleaners 	<ul style="list-style-type: none"> • islandwide
Multi Skilled Driver	<ul style="list-style-type: none"> • Primary • Must possess Singapore Class 3 or 4 Driving license 	<ul style="list-style-type: none"> • Transport of workers to work location from appointed locations 	<ul style="list-style-type: none"> • Islandwide

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
(Class 3 & 4 Drivers Needed)	<ul style="list-style-type: none"> • Good and responsible team player • Willing to travel within an area 	<ul style="list-style-type: none"> • Perform and ensure cleanliness in designated public areas (for e.g. toilet, train station, etc) • Ad-hoc duties as assigned by superior as per job scope requirement. 	
Restroom Cleaners	<ul style="list-style-type: none"> • Primary • Have a good level of hygiene and cleanliness • Good and responsible team players • Able to start immediately or short notice of period • Open to retirees • Willing to travel within an area 	<ul style="list-style-type: none"> • The cleaner is responsible to carry out cleaning and maintenance duties to ensure the restrooms are in clean and orderly condition. These includes <ul style="list-style-type: none"> • Cleaning, stocking and supplying designated restrooms areas • Performing and documenting routine inspection and maintenance activities 	<ul style="list-style-type: none"> • Islandwide

[Click Here for Table of Content](#)

#8 Chye Thiam Maintenance Pte Ltd**29 Aug & 12 Sept: NTUC LHUB@ Compass One**

CTM was founded in 1979 and has grown to be one of Singapore biggest environment and building maintenance companies. Since the conception of the company, our commitment is always to care for the environment that contributes in creating better life. We are honored to have collaborated with many valuable clienteles, including Changi Airport Group, SATS, OCBC, NEA, SMRT, Resort Worlds Sentosa, and many more. We strive to build partnership in delivering the right solution for their needs. Through combination of dedicated people, progressive equipment, we deliver performance to preserve our environment.

[Click Here for Table of Content](#)

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Environmental Service Specialist (Full Time)	<ul style="list-style-type: none"> Completion of 6 WSQ Module by the Company + 1 Confidence Certificate by NTUC LearningHub 	<ul style="list-style-type: none"> To operate various types of ES machinery and equipment to ensure the project sites environmental services are carried out as per customers' requirements. Review and propose continuous improvement initiatives to improve time, cost & quality management through analysis of ES data 	<ul style="list-style-type: none"> 44 hours per week/various location
Environmental Service Specialist (Part Time)	<ul style="list-style-type: none"> Completion of 6 WSQ Module by the Company + 1 Confidence Certificate by NTUC LearningHub 	<ul style="list-style-type: none"> General Cleaning and operating of various types of ES machinery and equipment 	<ul style="list-style-type: none"> Min 16 hours per week/various location
Supervisor	<ul style="list-style-type: none"> Able to lead and supervise, possess WSQ Supervise Service Operations an advantage 	<ul style="list-style-type: none"> To manage assigned team(s) of Cleaners to maintain cleanliness of assigned area. 	<ul style="list-style-type: none"> 0800-1700, 1700-2200, 0700-1500, 1500-2100, 2300-0700 14 Tampines Industrial Dr, CTM Building, Singapore 528530
Indoor Cleaner	<ul style="list-style-type: none"> Able to work shifts 	<ul style="list-style-type: none"> General Cleaning 	<ul style="list-style-type: none"> 0800-1700, 0800-1200 14 Tampines Industrial Dr, CTM Building, Singapore 528530

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Street/ Estate Cleaner (Central Area)	<ul style="list-style-type: none"> General Cleaning and able to withstand adverse weather conditions 	<ul style="list-style-type: none"> Perform general cleaning of your assigned areas, adhere to safety regulations as stipulated by the Company and perform duties as assigned by supervisor 	<ul style="list-style-type: none"> 0700-1700 14 Tampines Industrial Dr, CTM Building, Singapore 528530
Night Shift Outdoor Cleaner	<ul style="list-style-type: none"> General Cleaning and able to withstand adverse weather conditions 	<ul style="list-style-type: none"> Perform general cleaning of your assigned areas, adhere to safety regulations as stipulated by the Company and perform duties as assigned by supervisor 	<ul style="list-style-type: none"> 2200-0600 14 Tampines Industrial Dr, CTM Building, Singapore 528530
Multi Skilled Cleaner cum Machine Operator	<ul style="list-style-type: none"> Able to operate machineries 	<ul style="list-style-type: none"> Manage high-jet pressure flooring and using scrubbing machine 	<ul style="list-style-type: none"> 0700-1500 14 Tampines Industrial Dr, CTM Building, Singapore 528530
Food Handler	<ul style="list-style-type: none"> F&B knowledge 	<ul style="list-style-type: none"> Heat and top up food, display can drinks/beer at the chillers 	<ul style="list-style-type: none"> 0700-1500, 1500-2100, 2300-0700 East Region
Table-Top Cleaner (Full & Part Time)	<ul style="list-style-type: none"> Positive attitude & able to work night shift 	<ul style="list-style-type: none"> Collect & Wash Plates, Arrange all the dishes/glasses/cutleries keep at the buffet area 	<ul style="list-style-type: none"> 0800-1500, 1600-0000, 1700-2100, 1500-2300, 0700-1500 Islandwide

#9 Sun City Maintenance

29 Aug & 12 Sept: NTUC LHUB@ Jurong Point

We are a leading cleaning provider that was founded more than two decades ago. We provide internal and façade cleaning for commercial, industrial and residential properties; shopping malls; parks; columbarium and crematorium in Singapore.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Common Cleaner	<ul style="list-style-type: none"> • Able to walk and stand for 45 minutes continuously • Able to carry load 	<ul style="list-style-type: none"> • Clean building floors by sweeping, mopping, scrubbing or vacuuming • Gather and empty debris 	<ul style="list-style-type: none"> • 44 hours/ Henderson Road
Restroom Cleaner	<ul style="list-style-type: none"> • Able to stand for 45 minutes continuously • Able to carry load • Able to squad to wash toilets 	<ul style="list-style-type: none"> • Clean toilets by washing, sweeping, mopping or scrubbing • Gather and empty debris • Replenish toilet rolls, hand towels and handsoap 	<ul style="list-style-type: none"> • 44 hours/ Henderson Road
Operations Supervisor	<ul style="list-style-type: none"> • Relevant cert • Cleaning experience • Leadership experience 	<ul style="list-style-type: none"> • Coach, train and supervise cleaners • Plan cleaning service operations • Manage incident • Operate cleaning machines when required • Handle cleaning chemicals • Ensure productivity, effectiveness and efficiency • Execute company policies and ensure compliance • Manage HR, supplies, equipment 	<ul style="list-style-type: none"> • 44 hours/ Henderson Road
Operations Executive	<ul style="list-style-type: none"> • NITEC • Cleaning experience • Leadership experience 	<ul style="list-style-type: none"> • Forecast, plan, recruit and deploy cleaners to meet the site(s) contractual requirements • Oversee incident management • Represent company in customer relations • Inspect and audit assigned site(s) regularly to maintain and improve performance 	<ul style="list-style-type: none"> • 44 hours/ Henderson Road

Click Here for Table of Content

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Ensure productivity, effectiveness and efficiency of assigned site(s) • Execute company policies at assigned site(s) and ensure compliance • Manage HR, supplies, equipment and finance of assigned site(s) • Forecast, plan and support training of staff of assigned site(s) 	
Operations Manager	<ul style="list-style-type: none"> • Relevant diploma/degree • Leadership experience 	<ul style="list-style-type: none"> • Educate, uphold and guard company core values and culture across all job sites • Building open and trusting relationship with clients • Manage staff motivation, discipline, development and performance • Monitor and uphold the cleaning and maintenance quality standards and operating procedures for all job-sites • Ensure effective OJT and upskilling of all operational staff • Oversee the profitability and cost effectiveness of assigned job sites • Plan manpower deployment at various site to meet the contractual requirement of clients • Resolve feedback/complaints from clients and taking immediate preventive measures to ensure that similar problem does not recur • Recruit and induct new employees • Ensure all WSH and Safety Compliance Committee requirements are met 	<ul style="list-style-type: none"> • 44 hours/ Henderson Road

#10 e2i services

e2i Services

- Career Coaching & Job Matching
- SkillsFuture Advice

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>



Check out our e-Resources for Jobs & Skills

Explore this site to get this information:

- Career Resource kit for Professionals
 - Career Assessment Tool
 - e2i Resume Builder
 - Career Fairs
- and many more.

<https://e2i.sg/crp-yellow?r=qr>



Find out the benefits you will enjoy as a NTUC Union Member. Sign up today!



<https://ntuc.co/4cxkqt4?r=qr>

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.sg/cg-cp123?r=qr>

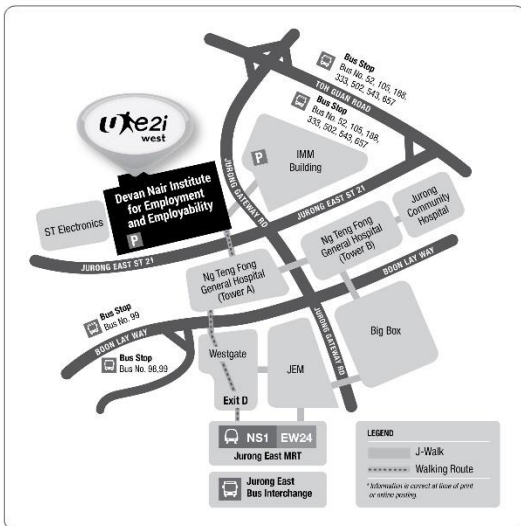
You can also reach them at the following centres (By appointment only):

e2i west
 Devan Nair Institute of Employment and Employability
 80 Jurong East St 21 Level 2
 Singapore 609607

Find us at these other locations.



<https://e2i.sg/locjw2?r=qr>



Operating Hours: Monday till Friday: 9am to 5pm
 Saturday: 9am to 1pm
 Sunday & Public Holiday: Closed

Click Here for Table of Content