



# JOB LISTING BOOKLET

## Built Beyond Limits: Career Resources & Job Opportunities in Built Environment

### Sat 30 Aug & Sun 31 Aug:

BNL Services | CBM | GreenGarden Cleaning | ISS Facility Services  
Kim Yew Integrated | Rhodo Property Group

### Sat 30 Aug Only:

Exceltec Property Management

### Sun 31 Aug Only:

Divine & Glitz Design



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](http://www.e2i.com.sg)











**\*Only for Singaporeans & Permanent Residents\***














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## #1 BNL Services


Intergrated Environmental Service Provider in Singapore.




Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Arborist 	<p><b>Key Responsibilities</b> Arborist is responsible for managing tree care programs for trees and palms, including conducting tree inspections, risk assessments, and recommending solutions for tree health issues. They assist in preparing tree assessment decision-making. Passionate about tree protection and conservation, the Arborist enjoys working outdoors and is willing to respond to tree emergencies outside of regular hours</p> <p><b>Pre-requisites</b> Field of study Horticulture: Diploma required</p>	<ul style="list-style-type: none"> <li>• 6 day work week</li> <li>• 9am – 6pm</li> <li>• Postal code: 486781</li> </ul>
Business Development Executive 	<p><b>Key Responsibilities</b> We are seeking a proactive and results-driven Merchant Development Manager to join our team. In this role you will be responsible for achieving assigned sales targets, developing and executing strategic plans to expand our merchant network, and driving business growth in alignment with the company's goals.</p> <p><b>Pre-requisites</b> Strong understanding of market trends, customer needs, and competitor strategies. Prefers Diploma in Customer Service or any business related field.</p>	<ul style="list-style-type: none"> <li>• 5 day work week</li> <li>• 9am – 6pm</li> <li>• Postal code: 486781</li> </ul>
Business Development Manager 	<p><b>Key Responsibilities</b> The Business Development Manager (BDM) is responsible for driving the growth of the company by identifying new business opportunities, building relationships, and securing strategic partnerships. The BDM plays a crucial role in expanding the company's market presence, increasing revenue, and enhancing its competitive position. This position requires a strong understanding of the industry, market trends, and customer needs, along with excellent sales, negotiation, and strategic planning skills.</p> <p><b>Pre-requisites</b> Minimally degree in Business Administration, Marketing, Sales, or a related field. Experience: Minimum of 5 years of experience in business development, sales, or related role, preferably in the same or similar industry. Problem-solving &amp; Decision -Making: Ability to access market opportunities, analyze customer requirements, and develop strategies to meet those needs.</p>	<ul style="list-style-type: none"> <li>• 5 day work week</li> <li>• 9am – 6pm</li> <li>• Postal code: 486781</li> </ul>

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Class 4 Driver	<p><b>Key Responsibilities</b> Able to work tough job, strong physically, familiar with Singapore routes.</p> <p><b>Pre-requisites</b> Class 4 Singapore Driving license</p>	<ul style="list-style-type: none"> <li>• 6 day work week</li> <li>• 7pm – 4 pm, 7.30am – 4.30pm</li> <li>• Postal code: 486781</li> </ul>
Contract Manager 	<p><b>Key Responsibilities</b> The Contract Manager is responsible for overseeing the creation, negotiation, and management of contracts between the organization and clients, suppliers, or other third parties. This role ensures that all contract terms are met, risks are mitigated, and all parties adhere to agreed-upon terms. The Contract Manager plays a key role in protecting the company's interests, ensuring legal compliance, and facilitating successful contract execution.</p> <p><b>Pre-requisites</b> Minimum 3 - 5 years of experience in contract management, legal, or procurement roles, preferably in relevant industries (construction, supply chain, or services). Legal Knowledge: Understanding of contract law and industry-specific regulations. Experience working with legal teams is highly beneficial.</p>	<ul style="list-style-type: none"> <li>• 5 day work week</li> <li>• 9am– 6pm</li> <li>• Postal code: 486781</li> </ul>
Forklift Driver	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• To drive and collect waste from different premises</li> <li>• Able to follow given schedule</li> <li>• Familiar with Singapore roads or able to navigate with GPS</li> <li>• On-the-job training will be provided</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Possess Class 4/5 Driving License</li> <li>• Physically and mentally fit</li> <li>• Preferably with relevant experience in similar industry</li> </ul>	<ul style="list-style-type: none"> <li>• 6 day work week</li> <li>• 7pm – 4 pm, 7.30am – 4.30pm</li> <li>• Postal code: 486781</li> </ul>
Horticulturist 	<p><b>Key Responsibilities</b> The Horticulturist handles projects relating to horticultural work. He/She assists the Horticulture [BN1] Manager to devise operational programmes for the development and maintenance of plants. He/She liaise with stakeholders, coordinate work orders with the ground crew and prepare landscape maintenance reports. He/She is expected to have good knowledge of plant species and works with designers to propose plant selection and sustainable design for specified sites.</p> <p><b>Pre-requisites</b> Field of study: Horticulture. Diploma required.</p>	<ul style="list-style-type: none"> <li>• 6 day work week</li> <li>• 9am – 6pm</li> <li>• Postal code: 486781</li> </ul>
Key Account Executive 	<p><b>Key Responsibilities</b> Preparing sales quotations and proposals, follow up closely with sales leads, making phone calls to prospective clients and meeting clients on site Handle Clients Enquiries and Feedback promptly • Service oriented, positive and always ready to assist our clients</p>	<ul style="list-style-type: none"> <li>• 5 day work week</li> <li>• 9am – 6pm</li> <li>• Postal code: 819643</li> </ul>






Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>Maintain and develop relationship with new and existing clients</p> <p>Possess good presentation and explanation skills</p> <p>Following up on client contracts/proposals, to be submitted in a timely manner.</p> <p>Attend tender interview and follow up with tender clarifications until contract award</p> <p>Assist in tender management process such as: attend site show-round, gather clients' requirements, prepare proposal, and tender submission.</p> <p>Any other duties as and when assigned</p> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• At least 2 years of relevant working experience in the environmental industry.</li> <li>• Proficient in Microsoft Office Word, Excel, and PowerPoint.</li> <li>• Outgoing and approachable personality</li> <li>• Ability to work independently with minimal direction and collaboratively in a team environment.</li> <li>• Degree/Diploma in Business Administration/ Business Management/ Sales &amp; Marketing.</li> </ul>	
Key Accounts Manager 	<p><b>Key Responsibilities</b></p> <p>Preparing sales quotations and proposals, follow up closely with sales leads, making phone calls to prospective clients and meeting clients on site</p> <p>Handle Clients Enquiries and feedback promptly</p> <p>Service oriented, positive and always ready to assist our clients</p> <p>Maintain and develop relationship with new and existing clients</p> <p>Possess good presentation and explanation skills</p> <p>Following up on client contracts/proposals, to be submitted in a timely manner.</p> <p>Attend tender interview and follow up with tender clarifications until contract award</p> <p>Manage and follow up closely on all tender management processes such as: attend site show-round, gather clients' requirements, prepare proposal, and tender submission.</p> <p>Work closely with the Business Development Director to develop and execute business/ growth plans</p> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• At least 5-8 years of relevant working experience in the environmental industry / other related industry</li> <li>• Proficient in Microsoft Office Suite</li> <li>• Outgoing, hardworking, positive attitude and approachable personality</li> <li>• Ability to work independently with minimal direction and collaboratively in a team environment.</li> <li>• Candidates without relevant industry experience and are very keen to pursue a career in the environmental industry are welcomed</li> </ul>	<ul style="list-style-type: none"> <li>• 5 day work week</li> <li>• 9am – 6pm</li> <li>• Postal code: 486781</li> </ul>


Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>Degree/Diploma in Business Administration/ Business Management/ Sales &amp; Marketing</li> </ul>	
Landscape Manager 	<p><b>Key Responsibilities</b> Diploma/Degree in Horticulture, Arboriculture or other related field with minimum 3 years experience. Required to have good command English/Chinese</p> <p><b>Pre-requisites</b> Diploma/Degree in Horticulture, Arboriculture or other related field with minimum 3 years experience. Required to have good command English/Chinese</p>	<ul style="list-style-type: none"> <li>Landscape Manager </li> </ul>
Operation Manager 	<p><b>Key Responsibilities</b> This is a full-time on-site role located in Changi for an Operations Manager in Hazardous Waste Management. The Operations Manager will be responsible for managing and supervising the day-to-day operations of hazardous waste facilities. The Operations Manager will ensure compliance with all local, state, and federal regulations, manage equipment and personnel, and perform regular inspections of the facility to identify and mitigate risks.</p> <p><b>Pre-requisites</b> Bachelor's degree in Engineering, Environmental Science, or a related field. 5+ years of experience in hazardous waste management operations. Experience in managing and supervising personnel Excellent knowledge of local, state, and federal regulations and requirements for hazardous waste handling and disposal. Demonstrated ability to identify and mitigate risks associated with hazardous waste management. Strong problem-solving skills. Excellent written and verbal communication skills, including the ability to communicate technical information to non-technical stakeholders. Experience with budget management and financial analysis. Strong organizational and project planning skills. Professional certification in hazardous waste management is a plus.</p>	<ul style="list-style-type: none"> <li>6 day work week</li> <li>9am – 6pm</li> <li>Postal code: 486781</li> </ul>


## #2 CBM Pte Ltd

CBM provides Property & Facilities Management (PFM) solutions to buildings locally and Middle East. Being an ISO certified company, CBM has been rapidly expanding its operations, providing value added services to commercial, industrial, retail office, residential and hospitality industries.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Assistant Area Manager 	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Oversee and managed the performance delivery of facility management service at respective zones</li> <li>Provide leadership and guidance to a team of Building Managers, Technical Executive, Quantity Surveyors and Project Managers to ensure day-to-day operations at assigned buildings.</li> <li>Identify and troubleshoot problems and provide professional advice to the team</li> <li>Develop standard operation procedure and internal work flow to maintain smooth operation at sites</li> <li>Manage relation to client/ authorities, being the liaising point of contact</li> <li>Oversee area budgeting and expenses</li> <li>Any other ad-hoc assignments assigned by the Management.</li> </ul> <p><b>Pre-requisites</b></p> <p>Candidate should at least possess an approved tertiary or equivalent qualification and with at least 8 years relevant post graduate experience in Projects &amp; Facilities Management/ Estate Management/ Engineering or Equivalent</p>	<ul style="list-style-type: none"> <li>5 day work week</li> <li>44 working hours</li> <li>Location: East</li> </ul>
Account Manager 	<p><b>Key responsibilities</b></p> <ul style="list-style-type: none"> <li>Ensure contract compliance and meet or exceed KPIs.</li> <li>Foster a culture of service excellence and continuous improvement</li> <li>Monitor and update account processes and procedures</li> <li>Collaborate with Site Lead to develop and execute strategic business plans</li> <li>Maintain data integrity in management systems</li> <li>Deliver contractual and ad-hoc reports punctually</li> <li>Oversee contractor on/off boarding, induction and adherence to standards</li> <li>Monitor planned preventive maintenance in line with regulations.</li> <li>Supervise minor repairs and ensure timely, safe and budgeted service delivery.</li> <li>Support engineering during planned or unplanned power shutdowns.</li> <li>Uphold safety protocols and crisis management procedures</li> <li>Manage financial targets, expenses and budgets including raising Change Requests.</li> <li>Oversee supply chain delivery, ensuring service quality</li> </ul>	<ul style="list-style-type: none"> <li>5 day work week</li> <li>44 working hours</li> <li>Location: Katong Shopping Centre</li> </ul>




Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Ensure accurate and timely financial reporting and billing</li> <li>• Manage staff performance, development and recruitment</li> <li>• Enforce compliance with Health, Safety, Environmental and Risk Management policies.</li> <li>• Report incidents and implement emergency escalation processes.</li> <li>• Cultivate teamwork, collaboration and personal development within the team.</li> <li>• Manage workload, resourcing and succession planning</li> <li>• Any other ad-hoc works assignment by the management.</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Degree in Facilities Management, Estate Management, Building or relevant related discipline from a recognized tertiary institute</li> <li>• At least 5 years of relevant experiences in facilities management and business development portfolios</li> <li>• Able to work independently with minimum supervision</li> <li>• Able to conduct market outreach and marketing</li> <li>• Proactive and independent</li> <li>• Dynamic and multi-tasking capabilities</li> </ul>	
Admin Officer	<p><b>Key responsibilities</b></p> <ul style="list-style-type: none"> <li>• Fully support team on HDB portal submission for billing</li> <li>• Perform clerical / administrative duties; typing, filing, data entry, prepare reports.</li> <li>• Manage, keep record and update all submission document and liaise internally with Finance</li> <li>• Handle administrative works for HDB projects</li> <li>• Liaise &amp; co-ordinate with all administrative matters with Manager and Coordinators</li> <li>• Any general ad hoc duties</li> </ul> <p><b>Pre-requisites</b> N/O Level / NITEC with 2 years of relevant experience</p>	<ul style="list-style-type: none"> <li>• 5 day work week</li> <li>• 44 working hours</li> <li>• Location: North</li> </ul>
Assistant Operations Manager 	<p><b>Key responsibilities</b></p> <ul style="list-style-type: none"> <li>• Oversee daily operations of the plumbing division, including installation, maintenance, and repair works.</li> <li>• Manage and lead a team of plumbers, ensuring work quality and efficiency.</li> <li>• Plan, schedule, and coordinate plumbing projects to meet deadlines and client requirements.</li> <li>• Provide technical guidance and support to the team, resolving complex plumbing issues.</li> <li>• Monitor inventory of plumbing tools, equipment, and materials, ensuring adequate stock levels.</li> <li>• Ensure all plumbing work complies with safety regulations, industry codes, and company standards.</li> <li>• Work closely with clients, contractors, and vendors to maintain strong business relationships.</li> <li>• Prepare reports on project progress, team performance, and budget utilization.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 day work week</li> <li>• 44 working hours</li> <li>• Location: North</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>Conduct site inspections and audits to ensure quality control and compliance.</p> <ul style="list-style-type: none"> <li>Identify training needs and conduct skill development programs for plumbing staff.</li> <li>Handle customer inquiries and resolve complaints professionally and efficiently.</li> <li>Any other ad-hoc assignments assigned by the Management.</li> </ul> <p><b>Pre-requisites</b> Diploma in Facilities Management or equivalent with at least 2 years of Plumbing experience</p>	
Building Manager 	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Over see and manage Facility Management Services at building(S) that he/she is assigned to</li> <li>Manage term contractors/ specialist contractors to ensure smooth operation of buildings</li> <li>Manage relation to client/ authorities/ tenants</li> <li>Provide client/ authorities/ tenants with updates of electrical, water and other service outages and scheduled shutdowns</li> <li>Attend to feedback by tenants/ clients, to recommend and take remedial actions</li> <li>Budgeting and managing expenses</li> <li>Develop and implement facility emergency plans. During evacuations, assists emergency response teams in assessing building condition, locating missing personnel, shutting off utilities, and delivering a status report to assembly point leaders</li> <li>Any other ad-hoc assignments assigned by the Management.</li> </ul> <p><b>Pre-requisites</b> Degree/Diploma in Engineering / Building / Facilities Management or equivalent with at least 5 years relevant working experience. Possess FSM/WSH/GMFM or relevant certificates is preferred. Singaporean/PR</p>	<ul style="list-style-type: none"> <li>5 days work week</li> <li>44 working hours</li> <li>Location: East</li> </ul>
Building Technician	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Maintenance of facilities and services</li> <li>Perform routine preventive maintenance and corrective action to ensure facility equipment and building system run smoothly and efficiently</li> <li>Regular inspection of grounds and facilities to ensure they are in good working order</li> <li>Attend to breakdown, servicing, repairing and emergency requests</li> <li>Any work assigned by Superior</li> </ul> <p><b>Pre-requisites</b> Candidate must possess at least "N" Level and above / NITEC with 2 years of relevant experience.</p>	<ul style="list-style-type: none"> <li>6 days work week</li> <li>44 working hours</li> <li>Location: Across Singapore</li> </ul>



Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Customer Service Desk Officer	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Provide general administrative support to various internal divisions/sites</li> <li>• To manage the administration of QMS documentation and to assist in internal audit activities.</li> <li>• Assist in procurement of office supplies and equipment</li> <li>• Manage office general admin and sourcing for purchases</li> <li>• Process service orders and billing</li> <li>• Correspond and co-ordinate with clients, suppliers and contractors</li> <li>• Prepare Banker's Guarantee and insurance coverage for projects</li> <li>• Update ISO documentations periodically</li> <li>• Assist in preparing reports, generate quotations &amp; contracts</li> <li>• Perform customer service function as below (if required)</li> <li>• Provide call centre / technical helpdesk support and services</li> <li>• Provide front desk service and attend to visitors' enquiries</li> <li>• Perform general administrative duties, such as data entry, stationery ordering and accounting, pantry ordering, handling emails, faxes, etc</li> <li>• Any other ad-hoc assignments assigned by the Management.</li> </ul> <p><b>Pre-requisites</b> Minimum GCE "O" level or any ITE qualification with at least two (2) years of relevant working experience in any customer service industries and with data entries experience in SAP or excel.</p>	<ul style="list-style-type: none"> <li>• 5 days work week</li> <li>• 44 working hours</li> <li>• Location: East</li> </ul>
Condominium Manager 	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Responsible for the day-to-day operations of Condo</li> <li>• Plan, execute and supervise all facilities management and operational matters</li> <li>• Administration and management of contracts</li> <li>• Co-ordinate council meetings and general meetings</li> <li>• Provide efficient and effective solutions on estate management</li> <li>• Co-ordinate council meetings and general meetings</li> <li>• Any other ad-hoc assignments assigned by the Management.</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Candidate must possess at least a diploma in Estate Management, Building Services Engineering, or equivalent.</li> <li>• Minimum 4-5 years of MCST experience for Diploma holders and have experience in handling more than 1000 units.</li> <li>• Good knowledge of BMSMA Act.</li> <li>• Contract Management skillset is a must;</li> <li>• Oversees regular building maintenance and repairs;</li> <li>• Maintaining and updating Standard Operation procedures;</li> <li>• Monitoring of maintenance budget;</li> <li>• Coordinate council meetings and AGM;</li> <li>• Dispute management;</li> <li>• Knowledge of Electrical and M&amp;E.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 days work week</li> <li>• 44 working hours</li> <li>• Location: Northeast</li> </ul>


Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Delivery Driver (Class 3 and 4)	<b>Key Responsibilities</b> <ul style="list-style-type: none"> <li>Drive around Singapore delivering the laundry and linen to hotels in Singapore</li> <li>To assist in receiving, picking, loading/unloading of laundry items. To follow routes and time schedule.</li> <li>Ensure cleanliness of the vehicle of all times.</li> <li>Adhere to safety requirements at all times.</li> <li>To carry out any other duties as assigned by the management or supervisor as required</li> </ul> <b>Pre-requisites</b> At least 3 years' experience with class 3/4 vehicle	<ul style="list-style-type: none"> <li>5/6 days work week</li> <li>44 working hours</li> <li>Location: North</li> </ul>
General Cleaner	<b>Key Responsibilities</b> <ul style="list-style-type: none"> <li>Report to supervisors / team leaders.</li> <li>Perform washing and housekeeping tasks as scheduled and instructed.</li> <li>Adhere to all rules and regulations.</li> <li>Responsible for proper housekeeping and maintenance of equipment / tools.</li> <li>Responsible for proper record of attendance in cleaning schedule forms.</li> <li>Comply with legal and other applicable requirements related to quality, environment and safety.</li> <li>Comply with procedures of Integrated Management System.</li> </ul> <b>Pre-requisites</b> <ul style="list-style-type: none"> <li>At least 1 year of relevant working experience.</li> <li>Must be able to work shifts, weekends and public holiday when necessary.</li> <li>Positive attitude, hardworking with pleasant personality.</li> </ul>	<ul style="list-style-type: none"> <li>5/6 days work week</li> <li>44 working hours</li> <li>Location: Various sites across Singapore</li> </ul>
Housekeeper/ Room Attendant	<b>Key Responsibilities</b> <ul style="list-style-type: none"> <li>To maintain the highest standard of room and public area cleanliness and appearance, guest service</li> <li>To be responsible for the upkeep and cleanliness in the Housekeeping Department and Public Area cleaning.</li> </ul> <b>Pre-requisites</b> No formal education required	<ul style="list-style-type: none"> <li>5/6 days work week</li> <li>44 working hours</li> <li>Location: Various sites across Singapore</li> </ul>
Laundry Attendant	<b>Key Responsibilities</b> <ul style="list-style-type: none"> <li>Responsible for handling towels/linen/uniforms</li> <li>Ensure that accounting and recording of towels/linen/uniforms are correctly done</li> <li>Ensure that transferring of towels/linen/uniforms are correctly assigned and placed</li> <li>To perform quality check at each section and towels/linen/uniforms accordingly</li> <li>To ensure daily housekeeping are carried out</li> <li>Any other assigned duties by the company</li> </ul> <b>Pre-requisites</b> <ul style="list-style-type: none"> <li>At least 1 year of relevant working experience.</li> </ul>	<ul style="list-style-type: none"> <li>5/6 days work week</li> <li>44 working hours</li> <li>Location: Various sites across Singapore</li> </ul>






Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>Must be able to work shifts, weekends and public holiday when necessary.</li> </ul> <p>Positive attitude, hardworking with pleasant personality.</p>	
Maintenance Officer 	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>To manage tenant's fit-out/ reinstatement works and conduct timely handovers or takeover of units when required</li> <li>Ensure fortnightly checks are conducted to vacant units</li> <li>Escalate feedback to OM where necessary</li> <li>Attending to tenants enquired through emails when required.</li> <li>Facilitating repair, liaise with vendors and contractors where necessary. Report to OM in the event it cannot be rectified within a reasonable time</li> <li>Obtain quotation for minor repairs</li> <li>Manage vendors and contractors</li> </ul> <p><b>Pre-requisites</b></p> <p>Diploma/Degree with at least 5 years relevant working experience</p>	<ul style="list-style-type: none"> <li>5.5 days work week</li> <li>44 working hours</li> <li>Location: Central</li> </ul>
Operations Manager (SEC) 	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Manage daily security operational activities at assigned project sites</li> <li>Management of security officers</li> <li>Budgeting and managing expenses as allocated</li> <li>Managing customer relations and business operation processes</li> <li>Develop Standard Operating Procedures and good practices to accomplish desired service standards</li> <li>Any other ad-hoc assignments assigned by the Management.</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>GCE 'N' Levels certification</li> <li>Two or more years of proven success in an operations management role</li> <li>Strong skills in budget development and oversight</li> <li>Excellent ability to delegate responsibilities while maintaining organizational control of branch operations and customer service</li> <li>Proficiency in conflict management and business negotiation processes</li> <li>Knowledge of business productivity software and an aptitude for learning new applications</li> </ul>	<ul style="list-style-type: none"> <li>5 days work week</li> <li>44 working hours</li> <li>Location: Katong Shopping Center</li> </ul>
Projects Manager 	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Lead and direct on all project operations and activities such as the design, plan, schedule, scope and budget.</li> <li>Manage and ensure completion of assigned upgrading / Additional &amp; Alteration (A&amp;A) works in accordance to the client's expectation within the timeline and budget</li> <li>Manage and negotiate consultant services on assigned projects. Monitors and evaluates the appropriateness and</li> </ul>	<ul style="list-style-type: none"> <li>5.5 days work week</li> <li>44 working hours</li> <li>Location: East West</li> </ul>



Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>progress performed and completed by licensed or certified consultants.</p> <ul style="list-style-type: none"> <li>Conduct quality assurance reviews to ensure that required work is satisfactorily performed and completed by certified consultants.</li> <li>Monitors and reports on all phases of planning and construction Provides direction on all project operations and activities such as the design, planning, schedule, project scope and project budget</li> <li>Manage and monitor project fund which includes all payment to consultants, contractors and authorities</li> <li>Any other ad-hoc assignments assigned by the Management.</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Candidate must possess Tertiary or equivalent qualification in Project Management / Facilities Management / Engineering or equivalent.</li> <li>8 yrs or above relevant experience.</li> </ul>	
Property Executive 	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Assist and report directly to Building Manager (BM) in all operation &amp; maintenance concerns</li> <li>Oversee the facilities management within the premises</li> <li>Compiling the monthly utilities report and tabulations</li> <li>Monthly M&amp;E reports</li> <li>Assist to develop and implement of Standard Operating Procedures (SOP) as and where necessary</li> <li>Providing updates on ad-hoc and outstanding issues</li> <li>Attending to clients feedback or requests</li> <li>Coordinates the preventive and corrective maintenance works schedule with the contract and client.</li> <li>Inspect works carried out are proper and in satisfaction</li> <li>Liaising and managing contractors Planning of maintenance schedule</li> <li>Review and planning monthly maintenance schedule</li> <li>Oversee all work is carried out timely and smoothly by the staffs</li> <li>Any other ad-hoc assignments assigned by the Management.</li> </ul> <p><b>Pre-requisites</b> Diploma in relevant discipline from recognized institution with min 3 years of relevant working experience. Singapore Citizen or PR.</p>	<ul style="list-style-type: none"> <li>5.5 days work week</li> <li>44 working hours</li> <li>Location: Central</li> </ul>
Quantity Surveyor 	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Responsible for providing administrative support to maintain proper records and accounting books.</li> <li>Handling project claims for the IBC (eg monthly payment claims, computation of final BQ etc) for submission to the FMM for their processing.</li> <li>Ensure timely and complete submissions.</li> </ul>	<ul style="list-style-type: none"> <li>5 days work week</li> <li>44 working hours</li> <li>Location: Katong Shopping Center</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>Review quotation rates, and certify Contractors' invoices to ensure that the invoices tally with the COP and/ or Purchase Orders where applicable.</li> <li>They shall conduct regular meetings with relevant parties for cost management discussion including Claim Valuation, closing of Final Account (FA) and etc.</li> <li>Support of maintenance and project works function</li> <li>Prepare cost estimate</li> <li>Prepare and report financial projection and budgetary control including monitoring of contract and provisional sums.</li> <li>Evaluate and carry out joint measurement with Contractors (e-PO, Final BQ, etc.)</li> <li>Check &amp; verify quotations / "star rate" items / market sensing</li> <li>Administer term contractors ah-hoc works</li> <li>Responsible for performing administrative tasks such as data entry, document filing, and supporting departmental needs, attendance compilation and etc.</li> <li>Any other ad-hoc assignments assigned by the Management</li> </ul> <p><b>Pre-requisites</b> Candidate should at least possess a relevant Singapore Trade Diploma or equivalent recognized by Singapore Government</p>	
Senior/ Operations Manager 	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Oversee the overall performance of Service teams within the contract.</li> <li>Responsible for manpower resource planning, budget management, and ensuring compliance to maintain a safe working environment.</li> <li>Ensure contract compliance and meet or exceed KPIs.</li> <li>Foster a culture of service excellence and continuous improvement</li> <li>Monitor and update account processes and procedures</li> <li>Collaborate with Site Lead to develop and execute strategic business plans</li> <li>Maintain data integrity in management systems</li> <li>Deliver contractual and ad-hoc reports punctually</li> <li>Support engineering during planned or unplanned power shutdowns.</li> <li>Uphold safety protocols and crisis management procedures</li> <li>Oversee supply chain delivery, ensuring service quality</li> <li>Ensure accurate and timely financial reporting and billing</li> <li>Manage staff performance, development and recruitment</li> <li>Enforce compliance with Health, Safety, Environmental and Risk Management policies.</li> <li>Cultivate teamwork, collaboration and personal development within the team.</li> <li>Manage workload, resourcing and succession planning</li> <li>Any other ad-hoc works assignment by the management.</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Degree in Engineering /Building/Facilities/Estate Management or relevant disciplines with proven mgmt.</li> </ul>	<ul style="list-style-type: none"> <li>5.5 days work week</li> <li>44 working hours</li> <li>Location: West</li> </ul>


Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	background and managed est. 20,000 sqm in the past 5 yrs. 8 yrs or above relevant experience	
Senior Software Engineer 	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Execute full software development life cycle (SDLC).</li> <li>• Design and development of application solutions in various programming languages and framework.</li> <li>• Create flowcharts, layouts and documentation to identify requirements and solutions.</li> <li>• Develop and maintain a high standard of code quality, documentation, and system reliability.</li> <li>• Write clean, maintainable, and efficient code in various backend languages such as PHP, Python/Java.</li> <li>• Prioritise security best practices in all aspects of development and data handling.</li> <li>• Collaborate with cross-functional teams to deliver high-quality software solutions.</li> <li>• Provide technical support to users and liaise with development teams for maintenance and updates required.</li> <li>• Any other ad-hoc as assigned by Management</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• At least a Diploma's in computer science, Engineering, or a related field</li> <li>• At least 3 years of experience in software development support or application support experience.</li> <li>• Experience with a CI/CD tool</li> <li>• Experience in memory caching techniques and tools.</li> <li>• Experience with cloud services such as AWS, Azure, GCP</li> <li>• Experience with scripting languages (e.g., Python, Bash)</li> <li>• Experience with containerization &amp; orchestration systems like Kubernetes &amp; Docker.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days work week</li> <li>• 44 working hours</li> <li>• Location: Central</li> </ul>
Security Officer (SO/ SSO)	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Conduct security monitoring with the use of surveillance systems, detect and report security breaches</li> <li>• Administer access control and alarm monitoring systems to manage access into sensitive and restricted areas</li> <li>• Respond to security incident and emergencies and report to key Management staff when necessary</li> <li>• Keep vigilance against threats of workplace violence and terrorist activities to ensure personnel safety and security</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Candidate must possess at least a Primary/Secondary School/"O" Level, any field.</li> <li>• At least 1 year(s) of working experience in the related field is required for this position.</li> <li>• Candidates with First Aid Certificate will be preferred.</li> <li>• Candidates must possess a valid PLRD license.</li> </ul>	<ul style="list-style-type: none"> <li>• 5/6 days work week</li> <li>• 44 working hours</li> <li>• Location: Various sites across Singapore</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>Must be able to work shifts, weekends and public holiday when necessary.</li> <li>Must be able to meet the physical requirements of the job which include long hours of patrolling and standing.</li> </ul>	
Technical Executive 	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Assist and report directly to Building Manager (DBM) in all operation &amp; maintenance concerns:</li> <li>Oversee the facilities management within the premises</li> <li>Compiling the monthly utilities report and tabulations</li> <li>Monthly M&amp;E reports</li> <li>Assist to develop and implement of Standard Operating Procedures (SOP) as and where necessary</li> </ul> <p>Interfacing with the clients:</p> <ul style="list-style-type: none"> <li>Attend monthly meeting with client &amp; prepares the minutes of the meeting</li> <li>Providing updates on ad-hoc and outstanding issues</li> <li>Attending to clients feedback or requests</li> <li>Coordinates the preventive and corrective maintenance works schedule with the contract and client.</li> </ul> <p>Coordinate and manage projects:</p> <ul style="list-style-type: none"> <li>Provide costing and proposals for ad-hoc works/projects</li> <li>Evaluate the quotations submitted by contractor and provide a formal quotation to the client</li> <li>Inspect works carried out are proper and in satisfaction</li> <li>Liaising and managing contractors</li> </ul> <p>Leading the on-site technical teams:</p> <ul style="list-style-type: none"> <li>Provide guidance, training and supervision to technical staffs to ensure proper execution of assigned task</li> <li>Planning of maintenance schedule</li> <li>Review and planning monthly maintenance schedule</li> <li>Oversee all work is carried out timely and smoothly by the staffs</li> <li>Any other ad-hoc assignments assigned by the Management.</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Diploma in Facilities Management, Engineering, Estate Management or other relevant qualifications from a recognized institute with minimum 3 years relevant experience.</li> <li>Posses WSHO/FSM or other relevant certificates.</li> </ul>	<ul style="list-style-type: none"> <li>5 days work week</li> <li>44 working hours</li> <li>Location: East</li> </ul>
Technical Officer 	<p><b>Key Responsibilities</b></p> <p>Assist and report directly to Facility Operations Manager in all operation &amp; maintenance concerns:</p> <ul style="list-style-type: none"> <li>Oversee the facilities management within the premises</li> <li>Compiling the monthly utilities report and tabulations</li> <li>Monthly M&amp;E reports</li> </ul>	<ul style="list-style-type: none"> <li>5 days work week</li> <li>44 working hours</li> <li>Location: West</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>Assist to develop and implement of Standard Operating Procedures (SOP) as and where necessary</li> </ul> <p>Interfacing with the clients:</p> <ul style="list-style-type: none"> <li>Attend monthly meeting with client &amp; prepares the minutes of the meeting</li> <li>Providing updates on ad-hoc and outstanding issues</li> <li>Attending to clients feedback or requests</li> <li>Coordinates the preventive and corrective maintenance works schedule with the contract and client.</li> </ul> <p>Coordinate and manage projects:</p> <ul style="list-style-type: none"> <li>Provide costing and proposals for ad-hoc works/projects</li> <li>Evaluate the quotations submitted by contractor and provide a formal quotation to the client</li> <li>Inspect works carried out are proper and in satisfaction</li> <li>Liaising and managing contractors</li> </ul> <p>Leading the on-site technical teams:</p> <ul style="list-style-type: none"> <li>Provide guidance, training and supervision to technical staffs to ensure proper execution of assigned task</li> <li>Planning of maintenance schedule</li> <li>Review and planning monthly maintenance schedule</li> <li>Oversee all work is carried out timely and smoothly by the staffs</li> </ul> <ul style="list-style-type: none"> <li>Any other ad-hoc assignments assigned by the Management.</li> </ul> <p><b>Pre-requisites</b> Relevant qualifications from a recognized institute with minimum 3 years relevant experience.</p>	

### #3 Divine & Glitz Design Pte Ltd


Divine & Glitz Design is an interior design and renovation company based in Singapore. We specialize in interior design, space planning and renovation for both residential & commercial project. We believe design can be art, design can be aesthetics.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
3D Renderer 	<b>Key Responsibilities</b> <ul style="list-style-type: none"> <li>Assist sales designer with layout plan and propose design</li> <li>rendering of 3d using 3d max</li> <li>able to go to site for measurement</li> </ul> <b>Pre-requisites</b> AutoCAD 3D Max	<ul style="list-style-type: none"> <li>3 day work week</li> <li>9am – 6pm</li> <li>Postal code: 169204</li> </ul>
Carpentry Installer	<b>Key Responsibilities</b> <ul style="list-style-type: none"> <li>Reading and Interpreting Plans: Accurately measuring, technical drawings, and specifications to understand project requirements.</li> <li>Measuring and Cutting Materials: Accurately measuring, cutting, and shaping wood, drywall, and other materials to exact dimensions</li> <li>Installing Fixture and Components: Installing cabinetry, trim, siding, insulation, and other fixtures.</li> <li>Repairing and Maintaining: Inspecting and repairing damaged or worn structures and components.</li> <li>Installing Fixtures and Components: Installing cabinetry, trim, siding, insulation, and other fixtures.</li> <li>Measuring and Cutting Materials: Accurately measuring, cutting, and shaping wood, drywall, and other materials to exact dimensions.</li> <li>Reading and Interpreting Plans: Reviewing blueprints, technical drawings, and specifications to understand project requirements.</li> <li>Using Tools and Equipment: Proficiently operating hand and power tools, such as saws, drills, hammers, and measuring instruments.</li> <li>Client Interaction: Communicating with clients, understanding their needs, and providing solutions.</li> </ul> <b>Pre-requisites</b> <ul style="list-style-type: none"> <li>Technical Skills: Knowledge of carpentry techniques, building codes, and safety procedures.</li> <li>Problem-Solving: Identifying and resolving issues that arise during construction or repair.</li> <li>Communication and Teamwork: Effectively communicating with colleagues, supervisors, and clients.</li> </ul>	<ul style="list-style-type: none"> <li>6 day work week</li> <li>9am – 6pm</li> <li>Postal code: 169204</li> </ul>
Carpentry Sales Executives	<b>Key Responsibilities</b> <u>Sales Generation:</u> <ul style="list-style-type: none"> <li>Identifying and pursuing new sales leads, both from within the company's existing client base and through cold calling or other outreach methods.</li> </ul>	<ul style="list-style-type: none"> <li>6 day work week</li> <li>9am – 6pm</li> <li>Postal code: 169204</li> </ul>


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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p><u>Client Relationship Management:</u></p> <ul style="list-style-type: none"> <li>Building and maintaining strong relationships with clients, understanding their needs, and providing tailored solutions.</li> </ul> <p><u>Product Promotion:</u></p> <ul style="list-style-type: none"> <li>Presenting and demonstrating carpentry products and services to potential clients, highlighting their features and benefits.</li> </ul> <p><u>Negotiation and Closing:</u></p> <ul style="list-style-type: none"> <li>Negotiating contracts and sales agreements, ensuring profitability and customer satisfaction.</li> </ul> <p><u>Sales Targets:</u></p> <ul style="list-style-type: none"> <li>Meeting or exceeding established sales targets and contributing to the overall growth of the business.</li> </ul> <p><u>Reporting and Analysis:</u></p> <ul style="list-style-type: none"> <li>Preparing sales reports, tracking progress, and analyzing sales data to identify areas for improvement.</li> </ul> <p><u>Coordination:</u></p> <ul style="list-style-type: none"> <li>Working closely with the operations team to ensure seamless order fulfillment and client satisfaction.</li> </ul> <p><u>Product Knowledge:</u></p> <ul style="list-style-type: none"> <li>Staying up-to-date on the latest carpentry materials, designs, and industry trends.</li> </ul> <p><u>Travel:</u></p> <ul style="list-style-type: none"> <li>Depending on the role, there may be a need to travel to different locations to meet clients or attend industry events.</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li><b>Sales and Negotiation:</b> Strong sales acumen, including the ability to identify needs, present solutions, and close deals.</li> <li><b>Communication:</b> Excellent verbal and written communication skills to effectively interact with clients and colleagues.</li> <li><b>Interpersonal:</b> Ability to build rapport, establish trust, and maintain positive relationships with clients.</li> <li><b>Product Knowledge:</b> Understanding of carpentry materials, design principles, and construction processes.</li> <li><b>Organization and Time Management:</b> Ability to manage multiple tasks, prioritize effectively, and meet deadlines.</li> <li><b>Problem-Solving:</b> Ability to identify and resolve issues that may arise during the sales process.</li> <li><b>Self-Motivation:</b> A proactive and results-oriented attitude.</li> <li><b>Adaptability:</b> Ability to adapt to changing market conditions and client needs.</li> <li><b>Driving License (may be required):</b> A Class 3 driving license is often preferred.</li> </ul>	



Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Drafter	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Collaborate with senior interior designers to develop detailed CAD drawings, floor plans, and technical specifications for a range of interior design project</li> <li>Translate design concepts into practical, buildable solutions that meet the needs of our clients</li> <li>Ensure all drawings and documentation adhere to relevant building codes, regulations, and industry standards</li> <li>Stay up-to-date with the latest trends, materials, and technologies in the interior design industry</li> <li>Contribute to the continuous improvement of our design processes and documentation</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Diploma or higher in Furniture or Interior Design or a related field</li> <li>Minimum 2-3 years of experience as an Furniture manufacturing production drawing</li> <li>Proficient in the use of CAD software (e.g., AutoCAD, SketchUp ,Coohom) and other design tools</li> <li>Strong technical drawing and documentation skills, with an eye for detail</li> <li>Excellent communication and collaboration skills to work effectively with clients and the design team</li> <li>A creative mindset and the ability to translate design concepts into practical solutions</li> <li>Knowledge of local building codes, regulations, and industry standards</li> </ul>	<ul style="list-style-type: none"> <li>5 day work week</li> <li>9am – 6pm</li> <li>Postal code: 169204</li> </ul>
Electrician 	<p><b>Key Responsibilities</b></p> <p><u>Installation:</u></p> <ul style="list-style-type: none"> <li>Installing electrical systems, wiring, and fixtures, including lighting, outlets, and electrical panels in new construction or during renovations.</li> </ul> <p><u>Maintenance and Repair:</u></p> <ul style="list-style-type: none"> <li>Inspecting, troubleshooting, and repairing electrical issues in existing homes, including identifying and replacing faulty wiring, switches, outlets, and other components.</li> </ul> <p><u>Troubleshooting:</u></p> <ul style="list-style-type: none"> <li>Diagnosing electrical problems using schematics, testing equipment, and critical thinking to pinpoint the root cause and develop effective solutions.</li> </ul> <p><u>Record Keeping:</u></p> <ul style="list-style-type: none"> <li>Maintaining accurate records of work performed, materials used, and time spent on each job.</li> </ul> <p><u>Collaboration:</u></p> <ul style="list-style-type: none"> <li>Working with other contractors, and homeowners to complete projects efficiently and safely.</li> </ul> <p><b>Pre-requisites</b></p> <p>Technical Knowledge:</p> <ul style="list-style-type: none"> <li>Understanding of electrical systems, wiring, and components, as well as local and national electrical codes.</li> </ul>	<ul style="list-style-type: none"> <li>6 day work week</li> <li>9am – 6pm</li> <li>Postal code: 169204</li> </ul>





Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p><b>Problem-Solving:</b></p> <ul style="list-style-type: none"> <li>Ability to diagnose and troubleshoot electrical issues, identify potential hazards, and implement effective solutions.</li> </ul> <p><b>Communication Skills:</b></p> <ul style="list-style-type: none"> <li>Ability to communicate effectively with homeowners, contractors, and other team members.</li> </ul>	
Project Manager 	<p><b>Key Responsibilities</b></p> <p><u>Project Planning and Execution:</u></p> <ul style="list-style-type: none"> <li>Developing comprehensive project plans, including timelines, budgets, and resource allocation.</li> </ul> <p><u>Schedule Management:</u></p> <ul style="list-style-type: none"> <li>Monitoring project progress against established timelines and taking corrective actions to address delays.</li> </ul> <p><u>Quality Control:</u></p> <ul style="list-style-type: none"> <li>Ensuring that all work meets specified quality standards and complies with relevant building codes and regulations.</li> </ul> <p><u>Contractor Management:</u></p> <ul style="list-style-type: none"> <li>Overseeing and managing subcontractors, ensuring they adhere to project requirements and safety standards.</li> </ul> <p><u>Reporting and Communication:</u></p> <ul style="list-style-type: none"> <li>Providing regular project updates to stakeholders, including clients and team members, and preparing necessary documentation.</li> </ul> <p><b>Pre-requisites</b></p> <p><b>Project Management:</b></p> <ul style="list-style-type: none"> <li>Strong understanding of project management principles, methodologies, and tools.</li> </ul> <p><b>Communication:</b></p> <ul style="list-style-type: none"> <li>Excellent verbal and written communication skills to effectively interact with various stakeholders.</li> </ul> <p><b>Problem-Solving:</b></p> <ul style="list-style-type: none"> <li>Ability to analyze issues, develop solutions, and implement corrective actions.</li> </ul> <p><b>Organization:</b></p> <ul style="list-style-type: none"> <li>Ability to manage multiple tasks, prioritize effectively, and maintain accurate records.</li> </ul> <p><b>Attention to Detail:</b></p> <ul style="list-style-type: none"> <li>Ensuring accuracy and quality in all aspects of the project.</li> </ul>	<ul style="list-style-type: none"> <li>6 day work week</li> <li>9am – 6pm</li> <li>Postal code: 169204</li> </ul>
Sales Interior Designer	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Handle sales enquiries</li> <li>Prepare proposal and quotation based on customers' requirement and design</li> <li>Propose and present conceptual design to customer</li> <li>Project coordination and site supervision</li> <li>Work closely with subcontractor and supplier to ensure project completion</li> <li>Undertake design projects from conceptualization to completion</li> <li>Advise clients on space planning and design concepts</li> <li>Assist in material proposal and products sourcing</li> <li>Travel to project site during renovation period</li> </ul>	<ul style="list-style-type: none"> <li>6 day work week</li> <li>10am – 5pm</li> <li>Postal code: 169204</li> </ul>


Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<b>Pre-requisites</b> <ul style="list-style-type: none"> <li>• Team player and able to work independently</li> <li>• Persistent, self-motivated and sales driven (Attractive Commission)</li> <li>• Strong interpersonal skills and possess good working attitude</li> <li>• Highly responsible, reliable, ability to work under pressure in a fast-paced environment</li> <li>• Prepared to work on weekends when required</li> <li>• Have handled residential and landed houses, preferably</li> <li>• Preferably at least 1 years of experience as a sales representative in Interior Design / Construction. Training will be provided</li> </ul>	


#### #4 Exceltec Property Management Pte Ltd

Exceltec Property Management, incorporated in 1997, is an established property and facilities management company providing on-stop property solutions in Singapore. These solutions cater to commercial, retail and industrial sectors and include core services such as property and asset management and integrated facilities management. Over the years, our company has shot up its ranking in the SME 1000. The ranking helps in credibility building, raising visibility, benchmarking, and employee motivation. Today, Exceltec is a dynamic firm that prides itself on its customer-centric and innovative approach to problems. The Company's strong ability to constantly innovate and adapt to tackle any curve ball that comes its way has enabled it to thrive.



Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Accounts Officer/ Executive 	<b>Key Responsibilities</b> <ul style="list-style-type: none"> <li>• Responsible for the full set of accounts of multiple clients and other matters relating to the respective set of accounts.</li> <li>• Ensure accounting records and treatment comply with SOP and Accounting Standards General billing to be sent to sub-proprietors and relevant parties within the stipulated timeline</li> <li>• Assist in material proposal and products sourcing</li> <li>• Ensure accounts are closed on time and according to the agreed date for submission to clients for the monthly meeting.</li> <li>• Ensure accounting records and treatment comply with SOP and Accounting Standards General billing to be sent to sub-proprietors and relevant parties within the stipulated timeline</li> <li>• Timely update of receipts to send monthly statements and reminders to sub-proprietor within deadlines.</li> </ul> <b>Pre-requisites</b> <ul style="list-style-type: none"> <li>• Relevant bachelor's degree holder in Engineering, Facilities Management, or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 day work week</li> <li>• 8.30am – 6pm</li> <li>• Postal code: 609601</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>Minimum 3 years of post-degree experience in related Facility Management or equivalent</li> </ul>	
Assistant/ Facilities Manager 	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Responsible for the full set of accounts of multiple clients and other matters relating to the respective set of accounts.</li> <li>Ensure accounting records and treatment comply with SOP and Accounting Standards General billing to be sent to sub-proprietors and relevant parties within the stipulated timeline</li> <li>Assist in material proposal and products sourcing</li> <li>Ensure accounts are closed on time and according to the agreed date for submission to clients for the monthly meeting.</li> <li>Ensure accounting records and treatment comply with SOP and Accounting Standards General billing to be sent to sub-proprietors and relevant parties within the stipulated timeline</li> <li>Timely update of receipts to send monthly statements and reminders to sub-proprietor within deadlines.</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Relevant bachelor's degree holder in Engineering, Facilities Management, or equivalent.</li> <li>Minimum 3 years of post-degree experience in related Facility Management or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>5.5 day work week</li> <li>9am – 6pm / 9am – 1pm</li> <li>Postal code: 609601</li> </ul>
Building/Facilities Technical Officer	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Review and/or undertake preventive and corrective maintenance to ensure adherence to quality standards and procedures</li> <li>Lead technical investigation in response to fault calls Review documentation on procedures and schedules of maintenance work</li> <li>Track consumable and non consumable items Review risk assessments in accordance with regulatory and organisational Workplace Safety and Health (WSH) policies and Quality and Environmental Management System (EMS) standards and their practices</li> <li>Engage in continuous improvement initiatives to improve time, cost, and quality management Support the use of the latest smart facilities management trends or technologies.</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Diploma; Higher NITEC or NITEC in Mechanical Engineering, Electrical Engineering, Facilities Management, or equivalent. Minimum 3 years' experience in related ACMV, Audio Visual, BMS, Building, Electrical, Mechanical, or equivalent work.</li> <li>General competency in the use of computer. Capable in English writing and reporting.</li> </ul>	<ul style="list-style-type: none"> <li>5.5 day work week</li> <li>9am – 6pm / 9am – 1pm</li> <li>Postal code: 609601</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Building Technical Officer	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Review and/or undertake preventive and corrective maintenance to ensure adherence to quality standards and procedures Lead technical investigation in response to fault calls</li> <li>Review documentation on procedures and schedules of maintenance works</li> <li>Track consumable and non consumable items Review risk assessments in accordance with regulatory and organisational Workplace Safety and Health (WSH) policies and Quality and Environmental Management System (EMS) standards and their practices</li> <li>Engage in continuous improvement initiatives to improve time, cost, and quality management Support the use of the latest smart facilities management trends or technologies.</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Diploma; Higher NITEC or NITEC in Mechanical Engineering, Electrical Engineering, Facilities Management, or equivalent. Minimum 3 years' experience in related ACMV, Audio Visual, BMS, Building, Electrical, Mechanical, or equivalent work.</li> <li>General competency in the use of computer.</li> <li>Capable in English writing and reporting.</li> </ul>	<ul style="list-style-type: none"> <li>5.5 day work week</li> <li>9am – 6pm</li> <li>Postal code: 609601</li> </ul>
Condominium / Building / Complex Manager (MCST) 	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Maintenance and Repairs: Manage the upkeep of the building, including common areas, facilities, and landscaping, ensuring that all areas are safe and well-maintained.</li> <li>Budget Management: Prepare and manage the annual budget for building operations, including maintenance and repairs, and ensure financial efficiency.</li> <li>Stakeholder Relations: Serve as the main point of contact for stakeholders, addressing their concerns and coordinating with the MCST council on issues affecting the community.</li> <li>Contract Management: Negotiate and oversee contracts with vendors for services such as security, cleaning, and landscaping.</li> <li>Compliance: Ensure the building operations comply with local laws and regulations, including safety standards and building codes.</li> <li>Emergency Management: Develop and implement emergency procedures and promptly manage and respond to emergencies.</li> <li>Meeting Coordination: Organize and facilitate the Annual General Meeting (AGM) and monthly council meetings. Prepare agendas, reports, and minutes for meetings, ensuring timely distribution and follow-up on action items.</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Education: Diploma/Degree in real estate management, business administration, or a related field.</li> </ul>	<ul style="list-style-type: none"> <li>5.5 day work week</li> <li>9am – 6pm / 9am – 1pm</li> <li>Postal code: 609601</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Certification: Relevant certifications from institutions like SISV, BCA, or equivalent. Experience: Experience in property management, particularly in strata-living contexts. Minimum five (5) years of experience.</li> <li>• Legal Knowledge: Familiarity with regulations governing MCSTs, e.g. BMSMA.</li> <li>• Computer Literacy: Competence in property management software and office applications.</li> </ul>	
Condominium Manager (MCST) 	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Maintenance and Repairs: Manage the upkeep of the building, including common areas, facilities, and landscaping, ensuring that all areas are safe and well-maintained.</li> <li>• Budget Management: Prepare and manage the annual budget for building operations, including maintenance and repairs, and ensure financial efficiency.</li> <li>• Stakeholder Relations: Serve as the main point of contact for stakeholders, addressing their concerns and coordinating with the MCST council on issues affecting the community</li> <li>• Contract Management: Negotiate and oversee contracts with vendors for services such as security, cleaning, and landscaping.</li> <li>• Compliance: Ensure the building operations comply with local laws and regulations, including safety standards and building codes.</li> <li>• Emergency Management: Develop and implement emergency procedures and promptly manage and respond to emergencies.</li> <li>• Meeting Coordination: Organize and facilitate the Annual General Meeting (AGM) and monthly council meetings. Prepare agendas, reports, and minutes for meetings, ensuring timely distribution and follow-up on action items.</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Education: Diploma/Degree in real estate management, business administration, or a related field.</li> <li>• Certification: Relevant certifications from institutions like SISV, BCA, or equivalent.</li> <li>• Experience: Experience in property management, particularly in strata-living contexts. Minimum five (5) years of experience.</li> <li>• Legal Knowledge: Familiarity with regulations governing MCSTs, e.g. BMSMA.</li> </ul> <p>Computer Literacy: Competence in property management software and office applications.</p>	<ul style="list-style-type: none"> <li>• 5.5 day work week</li> <li>• 9am – 6pm / 9am – 1pm</li> <li>• Postal code: 609601</li> </ul>


Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Drafter (Project Engineer) 	<p><b>Key Responsibilities</b></p> <p>The Drafter is responsible for supporting civil engineering projects by contributing to both the technical design and planning, as well as managing project costs. This dual role involves assisting in the development and execution of engineering plans, conducting site inspections, and ensuring construction activities align with project specifications. Additionally, the position includes preparing accurate cost estimates, bills of quantities, and monitoring budgets to ensure project profitability. By bridging engineering and financial functions, the role helps ensure the successful and cost-effective completion of projects, while complying with industry regulations and company standards.</p> <p><b>Critical Work Function Key Tasks</b></p> <p><b>Project Engineering Design and Planning Key Tasks:</b> Assist in developing civil engineering project plans and design blueprints. Support in performing site investigations and surveys to gather relevant data. Prepare technical drawings, design specifications, and documentation. Coordinate with project teams to ensure compliance with engineering standards and regulations. Prepare CAD drawings, REVIT/BIM to support customer's project specifications and requirements. Create drawings based on PDF, hand drawn or verbal instructions using AutoCAD to support customers' project requirements. Prepare drawings and compile documentation for project submission.</p> <p><b>Quantity Estimation and Cost Management Key Tasks:</b> Measure and calculate material quantities for construction works. Calculate material requirements and liaise with internal team for accurate and timely material orders. Prepare cost estimates, bills of quantities (BOQ), and tender documents. Assist in analyzing project costs and comparing them with initial budgets. Monitor and track project expenses to ensure budget adherence.</p> <p><b>Tender and Contract Administration Key Tasks:</b> Assist in preparing tender documents, including BOQs, specifications, and schedules. Evaluate contractor bids and provide recommendations to the project team. Support in administering contracts, including preparing and reviewing variation orders and claims. Ensure that all contract documentation is accurate and complete.</p> <p><b>Project Documentation and Reporting Key Tasks:</b> Prepare and maintain project-related documentation, such as progress reports and valuation certifications. Assist in the preparation of cost control reports, including tracking of variations and adjustments. Keep records of all site activities, including material usage, labour, and equipment. Ad-hoc duties may be required on an as-needed basis.</p> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Possess 3 years of proven experience in AutoCAD/REVIT/BIM, preferable in mechanical engineering field. Possess excellent computer skills in AutoCAD software, BIM and MS Office (Excel, Powerpoint, Word &amp; Project).</li> <li>• Independent, team player with ability to multi-task.</li> <li>• Possess strong communication and organization skills</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 day work week</li> <li>• 9am – 6pm / 9am – 1pm</li> <li>• Postal code: 609601</li> </ul>



Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Facilities Engineer (Mechanical / Electrical) 	<p><b>Key Responsibilities</b></p> <p>The duties of the Facilities Engineer shall include but not be limited to the followings –</p> <ul style="list-style-type: none"> <li>Review proposed M&amp;E systems design by considering design for maintainability, design for safety and SDC operational needs based on different building types At the building commissioning stage, attend training sessions and understand the operations of the various M&amp;E systems</li> <li>To attend the testing &amp; commissioning of each M&amp;E system</li> <li>Able to perform chiller system fault detection and diagnosis</li> <li>Conduct physical site surveys using a variety of equipment and tools</li> <li>Prepare sketches and notes and perform electronic data collection Coordinate field staff and process field data Interface with C&amp;S engineers, M&amp;E engineers, architects, landscape architects, specialist vendors, and general vendors</li> <li>Verify the accuracy of data, including measurements and calculations conducted at the Property Research testing and commissioning evidence, including maps, physical evidence, and other records to obtain data needed for building systems and equipment condition appraisal</li> <li>Prepare site documents and present findings to SDC Preparation of strategic facility management plan for the next five (5) years Preparation of operation manuals for the FM team</li> <li>Develop an energy and sustainability framework for the building Preparation of business continuity plans for the building owner and Resilience studies.</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Minimum a Mechanical Engineering Degree or Electrical Engineering Degree from a recognized tertiary establishment. 5 years of experience in M&amp;E Facilities operations at large-scale development (&gt;50,000 sqm).</li> <li>Experience in managing M&amp;E upgrading and retrofitting works, installation of new M&amp;E systems, as well as testing &amp; commissioning work with the ability to respond and investigate the cause of system fault and failure for major M&amp;E equipment such as ACMV, Fire Protection systems, HT, LT, ELV, and the BMS System.</li> </ul>	<ul style="list-style-type: none"> <li>5.5 day work week</li> <li>9am – 6pm / 9am – 1pm</li> <li>Postal code: 609601</li> </ul>
Facilities/Building Manager 	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Develop quality standards and procedures for preventive and corrective maintenance works.</li> <li>Formulate plans to improve facility operations and establish incident response procedures Evaluate the services provided by third parties against contractual terms and scope of work</li> <li>Maintain trust and rapport with users through consistency in service standards</li> </ul>	<ul style="list-style-type: none"> <li>5.5 day work week</li> <li>9am – 6pm</li> <li>Postal code: 609601</li> </ul>






Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>Evaluate technical reports and progress reports to propose recommendations</li> <li>Review tender specifications and risks in bidding and evaluate quotations from third-party service providers Review subcontractor maintenance contracts, Service Level Agreements (SLA) and budget plans Cascades organisational Workplace Safety and Health (WSH) practices and Quality and Environmental Management System (QEMS) standards and sustainability guidelines according to the organisation's green building strategy</li> <li>Deploy resources to support operations and identify recruitment needs and areas for technical and business management training and development to ensure the achievement of performance metrics</li> <li>Analyses the viability of proposed continuous improvement initiatives to improve time, cost and quality. Implement the latest smart facilities management trends and technologies</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Relevant bachelor's degree holder in Architecture or Engineering or Facilities Management or equivalent.</li> <li>Minimum 2 years of post-degree experience in related Facility Management or equivalent.</li> <li>Preferably Certified Fire Safety Manager by SCDF/equivalent. LEW7 or LEW8 licence will be a plus.</li> </ul>	
Facilities Officer	<p><b>Key Responsibilities</b></p> <p>The duties of the Facility Officer shall include but not limited to the following:</p> <ul style="list-style-type: none"> <li>Working in a team to manage daily works.</li> <li>Involve in inspection of horticultural works, upgrading building projects and building maintenance issues.</li> <li>Liaising with contractors and attending to improvement works and feedback from the customers.</li> <li>In addition, you are required participate in various meetings with the customers and assist the Account Managers in management reporting as required by the customers.</li> <li>Perform routine daily inspections around the building and surrounding areas to check for building defects, safety issues and non-compliance of building regulation.</li> <li>Plan and schedule preventive maintenance and identify improvement works.</li> <li>Supervise the contractor's works.</li> <li>Update maintenance records and stock inventory in the system.</li> <li>Attend to tenants' requests, feedback and complaints.</li> <li>Monitor tenancy fit-out and building improvement works.</li> <li>Response/Operate the fire alarm system.</li> <li>Oversee the operations for cleaning services, security system, landscaping, pest control and carpark operations.</li> </ul>	<ul style="list-style-type: none"> <li>5.5 day work week</li> <li>9am – 6pm</li> <li>Postal code: 609601</li> </ul>






Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>Any other duties as assigned</li> </ul> <p><b>Pre-requisites</b> Min Nitec in Electrical/Mechanical Engineering with 1 years experience.</p>	
Facilities Manager (IFM) 	<p><b>Key Responsibilities</b> (Note: The duties outlined below are not exhaustive and may be subject to change as required.)</p> <ul style="list-style-type: none"> <li>Coordinate with the Client's representative (SO) on the rectification of defects, tracking of outstanding works by the Main Contractor, maintenance programs, and sub-contractor schedules using appropriate software and tools.</li> <li>Ensure all outstanding works are completed satisfactorily. Manage emergency repairs, ad-hoc breakdowns, troubleshooting activities, and provide technical support where necessary.</li> <li>Act as a point of coordination between the Main Contractor, sub-contractors, and the Client. Consolidate and submit technical reports and findings to the Client and SO as required.</li> <li>Oversee Permit-to-Work (PTW) processes and related compliance matters. Manage workplace health and safety requirements, including ensuring risk assessments are submitted and adhered to by all sub-contractors.</li> <li>Conduct inspections and spot checks to maintain compliance.</li> <li>Oversee works management processes, including preparation of monthly progress reports, certification of completed works, and administration of variation orders.</li> <li>Conduct regular statutory and compliance inspections (e.g., fire safety, structural inspections) and submit corresponding management reports to the Client.</li> <li>Manage customer service matters, ensuring timely and professional resolution of feedback or complaints from tenants, users, or members of the public.</li> <li>Support general office management activities, including maintenance of supplies, coordination of bill payments, and other administrative support as required by the Client.</li> <li>Carry out any other tasks necessary for the smooth operations of the property or as directed by the Client SO.</li> <li>Prepare and submit periodic reports on the status of operations in a format acceptable to the Client SO.</li> <li>Represent the Client in managing tenant-related matters professionally and efficiently.</li> <li>Ensure the smooth day-to-day operation of all facilities management services.</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Minimum five (5) years of relevant experience in a similar capacity, preferably in managing properties of similar scale and nature.</li> </ul>	<ul style="list-style-type: none"> <li>5.5 day work week</li> <li>9am – 6pm</li> <li>Postal code: 609601</li> </ul>


Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>Experience in the takeover of at least two (2) new developments in the past five (5) years.</li> <li>At least three (3) years of experience providing integrated facilities management services to Government Procurement Entities (GPEs) is preferred.</li> </ul>	
Junior Software Engineer (Internet of Things) 	<p><b>Key Responsibilities</b></p> <p>We are looking for a highly motivated candidate with strong interest in working with IoT and facilities management systems. We are developing new IoT solutions for smart facility management applications. The team is exploring new frontiers and developing applications around cutting edge IoT technologies.</p> <ul style="list-style-type: none"> <li>The role encompasses using C, C++, and Python programming for the sensor node, LoRa gateway, and fabrication of Internet of Things (IoT) devices.</li> <li>This role will work with existing developers on maintaining existing IoT devices &amp; systems and developing new IoT hardware, devices, and systems.</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Good electronics background with understanding of embedded system programming in C, C++, and Python</li> <li>Basic experience with Arduino IDE for sensor testing</li> <li>Basic understanding of IoT data formatting, generation, management, and processing. Comfortable using Git for version control</li> <li>Self-motivated, problem-solver, and able to work independently and as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>5.5 day work week</li> <li>9am – 6pm / 9am – 1pm</li> <li>Postal code: 609601</li> </ul>
Property & WSH Coordinator 	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Workplace Safety and Health (WSH), perform WSH activities such as risk assessment, safety inspection for office building, and conduct safety briefings</li> <li>Assist in developing, implementing, monitoring, and reviewing WSH activities, systems, programmes, and databases to ensure it is up-to-date, in compliance with legal requirements and improve when necessary</li> <li>Fulfilment of the assigned WSH KPIs and provide advice/guidance to staff, WSH champions, and WSH internal auditors Handle and be responsible for audits for various QHSE standards: ISO 9001, ISO 14001, and ISO 45001</li> <li>Responsible for audit preparation documentation, internal and external audit, inspection matters, and product classification approvals not limited to ISO Management Systems ISO 9001:2015, ISO 45001:2018 bizSAFE,</li> <li>Risk Assessment, Safe Work Procedure (SWP) and Workplace Response, Fire Safety matters and SGSecure</li> <li>Develop and promote effective environmental management systems in Company per ISO 14001 standards</li> </ul> <p><b>Pre-requisites</b></p>	<ul style="list-style-type: none"> <li>5.5 day work week</li> <li>9am – 6pm</li> <li>Postal code: 609601</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>• ISO 9001 &amp; 140001, OHSAS 45001 knowledge preferred</li> <li>• Strong knowledge of WSH practices &amp; local WSH statutory regulations</li> <li>• Proficient in Microsoft computer application skills.</li> </ul>	
Property Executive (MCST) 	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Strategic Management: Overseeing, developing, and implementing property management strategies to enhance asset value.</li> <li>• Operational Leadership: Leading the property management team, including Property Officers and other staff, in day-to-day operations.</li> <li>• Stakeholder Relations: Building and maintaining relationships with key stakeholders, including property owners, tenants, and service providers.</li> <li>• Financial Oversight: Managing budgets, financial planning, and reporting for the property.</li> <li>• Contract Administration: Overseeing the negotiation and management of contracts with external vendors.</li> <li>• Compliance and Risk Management: Ensuring all property operations comply with local regulations and standards and managing risks associated with property management.</li> <li>• Ad hoc duties may be required on an as-needed basis.</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Education: Diploma/WSQ Diploma in real estate management, business administration, or a related field. Certification: Relevant certifications from institutions like SISV, BCA, or equivalent.</li> <li>• Experience: Experience in property management, particularly in strata-living contexts.</li> <li>• Legal Knowledge: Familiarity with regulations governing MCSTs, e.g. BMSMA.</li> <li>• Computer Literacy: Competence in property management software and office applications.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 day work week</li> <li>• 9am – 6pm</li> <li>• Postal code: 609601</li> </ul>
Property Officer (MCST) 	<p><b>Key Responsibilities</b></p> <p>The Property Officer's focus is on ensuring the smooth operation of the property, improving resident satisfaction, and maintaining property value. These responsibilities are crucial for the efficient management and operation of the properties under the MCST, contributing to a positive living or working environment for all residents and owners.</p> <ul style="list-style-type: none"> <li>• Maintenance and Upkeep: Ensuring regular maintenance and repair of communal facilities. Financial Management: Assisting in budget preparation, managing expenditures, and overseeing service charge collections.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 day work week</li> <li>• 9am – 6pm</li> <li>• Postal code: 609601</li> </ul>


Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>Regulatory Compliance: Ensuring the property complies with local building codes, safety regulations, and environmental laws.</li> <li>Communication and Coordination: Acting as a liaison between the Management Corporation, residents, and other stakeholders.</li> <li>Contract Management: Negotiating and managing contracts with various service providers.</li> <li>Record Keeping: Maintaining accurate records of all management activities, including financial transactions and maintenance logs.</li> <li>Emergency Response: Coordinating with emergency services and implementing procedures during emergencies.</li> <li>Ad hoc duties may be required on an as-needed basis.</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Education: Diploma/WSQ Diploma in real estate management, business administration, or a related field.</li> <li>Certification: Relevant certifications from institutions like SISV, BCA, or equivalent. Experience: Experience in property management, particularly in strata-living contexts.</li> <li>Legal Knowledge: Familiarity with regulations governing MCSTs, e.g. BMSMA.</li> <li>Computer Literacy: Competence in property management software and office applications.</li> </ul>	
Property/ Facilities Executive (FM) 	<p><b>Key Responsibilities</b></p> <p>The duties of the Property Executive shall include but not limited to the following:</p> <ul style="list-style-type: none"> <li>Supervise workers on maintenance matters, service facilities, conservancy work and others</li> <li>Manage the day-to-day permit to work system</li> <li>Manage emergency and ad-hoc repairs, breakdowns, and troubleshooting.</li> <li>Provide technical support and attendance where necessary and act as an authorised person.</li> <li>Manage and act as the coordination point between the Main Contractor and the client; Manage customer service-related issues, ensure proper response and action items with customers (any tenants or members of public) are closed in a timely and professional manner</li> <li>Co-ordinate, manage and monitor all corrective and preventive maintenance programmes.</li> <li>Attend to complaints and feedback from tenants.</li> <li>Investigate and report tenancy infringements by tenants.</li> <li>Assist in all surveys required by the client</li> <li>Attend to any other matter as assigned from time to time.</li> </ul> <p><b>Pre-requisites</b></p>	<ul style="list-style-type: none"> <li>5.5 day work week</li> <li>9am – 6pm</li> <li>Postal code: 609601</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>Minimum Diploma in Building or Facilities disciplines from a recognised tertiary establishment (with M&amp;E background is preferred).</li> <li>At least 3 years of relevant working experience.</li> </ul>	
Property Executive (IFM) 	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Supervise and ensure that all types of routines and ad-hoc repair works undertaken by the term contractors are carried out according to the Contract.</li> <li>Oversees preventive and corrective maintenance works in regard to cleaning, pest control, security, fire protection system, security system, plumbing &amp; sanitary system, building works, etc.</li> <li>Liaise and coordinate with Contractors to ensure timely maintenance works are done.</li> <li>Compile all term contract service reports.</li> <li>Attend to all complaints / feedback, incidents and crisis situations and submit incident report.</li> <li>Offer first hand solutions to Facilities Manager on breakdown / complaints. Inspect site areas and report all defects and non-compliances to the Management.</li> <li>Update the Client on any disruptions, feedbacks, fitting-out and maintenance works conducted on site.</li> <li>Prepare cost estimates for ad-hoc maintenance, reinstatement and improvement works and work completion form/job sheet once work is completed for billing purpose.</li> <li>Ensure all statutory licenses and permits are renewed timely (e.g. fire cert, annual water tank cleaning, periodic structural inspection, periodic façade inspection, etc.)</li> <li>Prepare the monthly presentation slides and management report. To undertake other work assignments which the Management may assign.</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Minimum Diploma in Building, Facilities Management, or related disciplines from a recognised institution.</li> <li>Candidates with Mechanical and Electrical (M&amp;E) background are preferred.</li> <li>Prior experience in public space management will be an advantage.</li> </ul>	<ul style="list-style-type: none"> <li>5.5 day work week</li> <li>9am – 6pm</li> <li>Postal code: 609601</li> </ul>
Quantity Surveyor 	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Responsible for quantity take off and cost estimation.</li> <li>Preparation of tender submission with specific deadline.</li> <li>Source, negotiate and award of contracts to vendors.</li> <li>Responsible for material order processing and cost control.</li> <li>Evaluate and process vendors claims.</li> <li>Prepare progress claims for submission in timely manner.</li> <li>Finalise project accounts with clients and vendors.</li> <li>Any other duties as assigned by Contracts Director / Manager.</li> </ul>	<ul style="list-style-type: none"> <li>5.5 day work week</li> <li>9am – 6pm</li> <li>Postal code: 609601</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Experience in pre &amp; post contract-administration.</li> <li>• Prepare cost submission / pricing / quantity take off / cost evaluation.</li> <li>• Be meticulous, analytical with excellent problem-solving skills, proactive, a good team player&amp; able to meet tight deadlines.</li> <li>• Able to carry out procurement and cost management process.</li> <li>• Source for subcontractors and suppliers.</li> </ul> <p><b>Pre-requisites</b></p> <p>Degree / Diploma in Building / Quantity Surveying. At least 3 years of working experience in building/ quantity surveying experience. Pro-active attitude</p>	
Supervisor/ Senior Supervisor (M&E)	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Perform preventive and corrective maintenance works according to quality standards and procedures</li> <li>• Conduct technical investigations in response to fault calls</li> <li>• Provide summary reports on preventive and corrective maintenance works</li> <li>• Comply with regulatory and organisational Workplace Safety and Health (WSH) policies and practices</li> <li>• Report accidents, near misses and incidents in accordance with WSH reporting practices</li> <li>• Ensure compliance with Quality and Environmental Management System (QEMS) standards and practices, Environmental Sustainability regulations and organisational requirements</li> <li>• Engage in continuous improvement initiatives to improve time, cost and quality management</li> <li>• Support the use of the latest smart facilities management trends or technologies</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Higher NITEC or NITEC in Mechanical Engineering, Facilities Management, or equivalent.</li> <li>• Minimum 3 years of related experience.</li> <li>• General competency in the use of computer.</li> <li>• Capable of English writing and reporting.</li> <li>• Computer Literacy: Competence in property management software and office applications.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 day work week</li> <li>• 9am – 6pm</li> <li>• Postal code: 609601</li> </ul>
Senior Property Executive (IFM) 	<p><b>Key Responsibilities</b></p> <p>As this role pertains to public space management, the successful candidate should be prepared to undertake shift work when necessary. (Note: The duties outlined below are not exhaustive and may be subject to change as required.)</p> <ul style="list-style-type: none"> <li>• Supervise maintenance workers and contractors on service facilities, conservancy work, and related maintenance activities.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 day work week</li> <li>• 9am – 6pm</li> <li>• Postal code: 609601</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Manage and administer the Permit-to-Work (PTW) system effectively.</li> <li>• Manage emergency and ad-hoc repairs, breakdowns, and troubleshooting activities. Provide technical support, act as an authorised person, and coordinate between the Main Contractor and Client.</li> <li>• Handle customer service-related matters by ensuring timely and professional responses to feedback from tenants or members of the public.</li> <li>• Coordinate, manage, and monitor all corrective and preventive maintenance programmes to ensure timely execution.</li> <li>• Attend to complaints and feedback from tenants, ensuring follow-up actions are taken promptly.</li> <li>• Investigate and report tenancy infringements committed by tenants.</li> <li>• Assist in conducting surveys and data collection exercises as required by the Client.</li> <li>• Attend to other duties as assigned from time to time by the Client or Management.</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Minimum Diploma in Building, Facilities Management, or related disciplines from a recognised institution.</li> <li>• Candidates with Mechanical and Electrical (M&amp;E) background are preferred. Prior experience in public space management will be an advantage.</li> </ul>	
System Administrator 	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• System Maintenance and Configuration: Install, configure, and maintain hardware and software for the organization's infrastructure.</li> <li>• Monitor system performance to ensure everything runs smoothly and securely.</li> <li>• Regularly update systems to provide necessary patches and upgrades.</li> <li>• Network Management: Manage network servers and technology tools. Set up user accounts and workstations. Monitor network performance and integrity.</li> <li>• Security: Ensure security through access controls, backups, and firewalls. Frequently review security protocols and make adjustments as needed. Respond to and resolve help desk requests.</li> <li>• Data Management: Oversee data storage solutions and database systems. Ensure data recovery and backup procedures are in place and functioning correctly. Manage and store backups.</li> <li>• Troubleshooting and Support: Troubleshoot issues and outages. Upgrade systems with new releases and models. Provide technical support and training to other employees.</li> <li>• Documentation and Policy Development: Develop expertise to train staff on new technologies. Build an internal wiki with</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 day work week</li> <li>• 9am – 6pm</li> <li>• Postal code: 609601</li> </ul>



Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>technical documentation, manuals, and IT policies. Document system performance and plan for future upgrades.</p> <ul style="list-style-type: none"> <li>• Collaboration and Communication: Work closely with IT project managers and other technical staff. Collaborate with other departments to understand their technical needs and implement IT solutions. Report regularly on operation status.</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Degree/Diploma in Computer Science/Information Technology.</li> <li>• Basic knowledge of computer networks/infrastructure.</li> <li>• Strong analytical and problem-solving skills.</li> <li>• Able to handle sensitive information confidentially.</li> <li>• Minimum 2 years of experience in a similar field.</li> <li>• Strong knowledge of MS 365 and Azure.</li> </ul>	
Technician/Senior Technician (Electrical/M&E)	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Perform preventive and corrective maintenance works according to quality standards and procedures</li> <li>• Conduct technical investigations in response to fault calls</li> <li>• Provide summary reports on preventive and corrective maintenance works</li> <li>• Comply with regulatory and organisational Workplace Safety and Health (WSH) policies Ensure compliance with Quality and Environmental Sustainability regulatory and organisational requirements</li> <li>• Engage in continuous improvement initiatives to improve time, cost and quality management</li> <li>• Support the use of the latest smart facilities management trends or technologies</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Higher NITEC or NITEC in Mechanical Engineering, Electrical Engineering, Facilities Management, or equivalent.</li> <li>• Min 2-3 years of related experience.</li> <li>• General competency in the use of computer; and Capable in English writing and reporting</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 day work week</li> <li>• 9am – 6pm</li> <li>• Postal code: 609601</li> </ul>
Team Manager (MCST) 	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• The Property/Team Manager (HQ)   Senior Manager   Associate Director is pivotal in ensuring the strata-titled property's smooth operation and financial health. This role demands proactive leadership in managing daily operations, strategic planning, and delivering business results that enhance property value and owner satisfaction.</li> <li>• Leadership and Team Management: Lead and develop a high-performing property management team, setting clear objectives that align with business goals. Foster a collaborative environment that encourages innovation and efficiency.</li> <li>• Operations Management: Ensure operational excellence across all aspects of property management, including maintenance, security, and vendor contracts. Drive initiatives that enhance property functionality and resident satisfaction.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 day work week</li> <li>• 9am – 6pm</li> <li>• Postal code: 609601</li> </ul>





Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>Financial Management and Business Results: Develop and rigorously manage the property's budget, optimising costs, and maximising financial performance. Deliver financial targets, report on financial outcomes, and adjust strategies to meet financial goals.</li> <li>Stakeholders Relations: Build strong relationships with stakeholders, enhancing community engagement and addressing issues that impact satisfaction and retention. Ensure high service standards are maintained, directly influencing stakeholders' reviews and reputation management.</li> <li>Compliance and Regulatory Adherence: Ensure all property activities comply with relevant laws and regulations, mitigating risks and avoiding potential liabilities. Maintain readiness for audits and ensure compliance with all documentation practices.</li> <li>Strategic Planning and Execution: Work with the MCST council to develop long-term strategies that improve property valuation and operational efficiency. Lead sustainability initiatives to position the property as eco-friendly and cost-efficient.</li> <li>Meeting Coordination: Organize and facilitate the Annual General Meeting (AGM) and monthly council meetings. Prepare agendas, reports, and minutes for meetings, ensuring timely distribution and follow-up on action items.</li> <li>Ad hoc duties may be required on an as-needed basis.</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Education: Bachelor's degree in Property Management, Real Estate, Business Administration, or related field.</li> <li>Certification: Relevant certifications from institutions like SISV, BCA, or equivalent.</li> <li>Experience: Experience in property management, particularly in strata-living contexts. Minimum six (6) – eight (8) years of experience with demonstrable success in a leadership role.</li> <li>Computer Literacy: Proficiency in property management software and office productivity tools.</li> </ul>	
Technician (Roving)	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Execute effective and careful evaluation in response to maintenance needs for assigned properties and facilities on locations.</li> <li>Maintain and ensure efficient operation of properties/facilities</li> <li>Responsible for routine preventive and emergency maintenance, repairs, and upkeep of facility</li> <li>Excellent Customer Service and good communication skills. Site-to-Site Travel required</li> </ul> <p><b>Key Responsibilities -</b></p> <ul style="list-style-type: none"> <li>1. Maintenance and Repairs - Perform routine tasks on HVAC, electrical, plumbing, and mechanical systems. Troubleshoot and diagnose equipment and system issues; including</li> </ul>	<ul style="list-style-type: none"> <li>5.5 day work week</li> <li>9am – 6pm</li> <li>Postal code: 609601</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>appliances where applicable. Execute repairs and replacements while adhering to safety standards</p> <ul style="list-style-type: none"> <li>2. Preventive Maintenance - Develop and implement comprehensive maintenance schedules. Conduct regular equipment inspections and address potential issues.</li> <li>3. Equipment Operation - Monitor critical systems like HVAC, fire detection, and security Respond promptly to alarms and alerts for safety</li> <li>4. Documentation - Maintain accurate records of maintenance activities and logs Create detailed reports on completed tasks</li> <li>5. Vendor Management - Coordinate with external service providers and evaluate their work</li> <li>6. Emergency Response - Maintain accurate records of maintenance activities and logs On-call coverage for emergencies after office hours, weekends, and holidays</li> <li>7. Energy Efficiency - Identify opportunities for energy-saving initiatives</li> <li>8. Health and Safety - Adhere to safety guidelines and report hazards promptly</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Min. Higher Nitec or Diploma in Facilities Management related</li> <li>Prior experience in the facilities maintenance field with a minimum of 2 or more year's related job experience with basic carpentry, electrical, plumbing and overseeing capital improvement projects.</li> <li>Valid Driving License, own reliable vehicle preferred</li> </ul>	
Technician/ Senior Technician (FM)	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Perform preventive and corrective maintenance works according to quality standards and procedures.</li> <li>Conduct technical investigations in response to fault calls.</li> <li>Provide summary reports on preventive and corrective maintenance works.</li> <li>Comply with regulatory and organisational Workplace Safety and Health (WSH) policies.</li> <li>Report accidents, near misses and incidents in accordance with WSH reporting practices.</li> <li>Ensure compliance with Quality and Environmental Management System (QEMS) standards and practices Environmental Sustainability regulatory and organisational requirements.</li> <li>Engage in continuous improvement initiatives to improve time, cost and quality management.</li> <li>Support the use of the latest smart facilities management trends or technologies.</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Nitec in Mechanical Engineering, Electrical Engineering, Facilities Management or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>5.5 day work week</li> <li>9am – 6pm</li> <li>Postal code: 609601</li> </ul>




Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>General competency in the use of computers; and</li> <li>Capable in English writing and reporting</li> </ul>	

## #5 GreenGarden Clean Pte. Ltd.

GreenGarden Cleaning Pte Ltd provides cleaning and landscaping services in Singapore. Established in 1985, we offer commercial cleaning, landscaping maintenance, and building maintenance services. Our aim is to be the premier choice by empowering staff with skills and a customer-centric mindset.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
<b>Horticulturist</b> 	<p><b>Key Responsibilities</b></p> <p>As a Horticulturist at GreenGarden, you will play a key role in supporting landscape operations while enhancing the beauty, sustainability, and ecological impact of our green spaces. You will combine technical plant knowledge with creative solutions to deliver high-quality, client-centric landscape outcomes.</p> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Diploma in Horticulture, Landscape Design, or Environmental Science.</li> <li>Minimum 2 years of hands-on experience in horticulture or landscaping.</li> <li>Strong knowledge of native plant species, sustainable landscaping methods, and urban greenery standards.</li> <li>Comfortable with outdoor work and basic digital reporting tools</li> <li>Possess a valid Class 3 driving license (required for site mobility)</li> </ul>	<ul style="list-style-type: none"> <li>5 day work week</li> <li>9am – 6pm</li> <li>Postal code: 387298</li> </ul>
<b>Operations Manager</b> 	<p><b>Key Responsibilities</b></p> <p>The Cleaning Operations Manager role is to lead and oversee the planning, execution, and quality of cleaning operations across multiple sites. The ideal candidate will ensure high service standards, efficient manpower deployment, and compliance with regulatory and client requirements.</p> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Minimum Diploma in Environmental Services or related field</li> <li>At least 5 years of supervisory experience in cleaning operations</li> <li>Good knowledge of cleaning techniques, equipment, and safety regulations.</li> <li>Strong leadership, communication, and problem-solving skills</li> </ul>	<ul style="list-style-type: none"> <li>5.5 day work week</li> <li>9am – 6pm</li> <li>Postal code: 387298</li> </ul>


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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>Able to commit to a 5.5-day work week, including weekends as operationally required.</li> </ul>	
Operations Executive 	<p><b>Key Responsibilities</b> The Operations Executive will report to the Operations Manager (OM). The Operations Executive will handle a team of site supervisors and cleaning staff. Once onboard, job training will be provided to understand the company's workflow and processes.</p> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Minimum 2 years of operations experience in cleaning industries.</li> <li>An education in any field that is directly related to operations management will be an added advantage.</li> <li>A valid Class 3 license</li> <li>Excellent communication skill is a must to maintain a good relationship with the ground staff, clients, and seniors of the company.</li> </ul>	<ul style="list-style-type: none"> <li>5.5day work week</li> <li>9am – 6pm</li> <li>Postal code: 387298</li> </ul>
Purchasing Executive 	<p><b>Key Responsibilities</b> To manage procurement processes and ensure timely, cost-effective sourcing of quality materials, tools, equipment, and consumable for cleaning, landscaping, and asset maintenance services. The role also oversees store operations and supervises store personnel to ensure efficient stock handling and fulfillment.</p> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Diploma or Certificate in Supply Chain Management, Business, or a related field.</li> <li>2-3 years of relevant experience in procurement or inventory control, preferably in environmental services or FM sector.</li> <li>Familiarity with green procurement or sustainable sourcing practices is advantageous.</li> <li>Class 3 license is a plus for operational support during peak periods.</li> </ul>	<ul style="list-style-type: none"> <li>5 day work week</li> <li>9am – 6pm</li> <li>Postal code: 387298</li> </ul>
QA Executive 	<p><b>Key Responsibilities</b> To support and implement GreenGarden's quality assurance initiatives through systematic audits, feedback reporting, SOP enforcement, and continuous improvement activities. The QA Senior Executive ensures that service delivery meets internal benchmarks, stakeholder expectations, and industry standards.</p> <p><b>Pre-requisites</b></p>	<ul style="list-style-type: none"> <li>5 day work week</li> <li>9am – 6pm</li> <li>Postal code: 387298</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>Diploma/ Degree in Environmental Science, Facilities Management, or related field</li> <li>Minimum 3-5 years of QA or operations experience, preferable in environmental services or FM sector.</li> <li>Familiar with ISO standards (9001)</li> </ul>	

## #6 ISS Facility Services Pte Ltd

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


Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Assistant Facility Manager (NUH/SGH) 	<b>Key Responsibilities</b> <ul style="list-style-type: none"> <li>Drive and ensure compliance with legislation &amp; Health &amp; Safety practices and procedures in accordance with the site requirements and company's values.</li> <li>Attend to Client &amp; Service Partners meetings.</li> <li>Ensure SLA Delivery</li> <li>Control of client's procedures, and drive operational efficiency and effectiveness</li> <li>Review plant and system performance and alert client on areas of concern</li> <li>Establish buildings inspections and regular site audits to ensure compliance to contract</li> <li>Management of suppliers in the delivery of subcontracted services</li> <li>People management of the engineering technicians, engineers and managers at site</li> <li>Management of local site facilities maintenance budget and ensure company's profitability</li> <li>Conform to internal reporting procedures for timesheets, expenses and other processes as required</li> <li>Familiar with Profit and Loss will be advantageous</li> <li>Undertake strategic teams' development and progression plan to achieve higher competency and service delivery</li> <li>Undertake responsibility during incident and emergency incidents of building(s) assigned or on rotating assignment of Duty Manager</li> <li>Undertake responsibility &amp; management to the team's alignment with the overall client's expectations and contractual requirements, including achieving KPIs and support the operations in general maintenance and customer support.</li> </ul>	<ul style="list-style-type: none"> <li>5.5 day work week</li> <li>Postal code: 119074</li> </ul>

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>Undertake responsibility &amp; management to the team's coordination and/or fix-it tasks within the framework of the allocated resources</li> <li>Undertake responsibility &amp; management to the team's resources available to meet daily operational requirements</li> <li>Undertake responsibility &amp; management to the team's identification of competency gaps in the team members and to train staffs accordingly.</li> <li>Undertake responsibility &amp; management to the team's organisational and operational requirements in all maintenance works, operations, fault reporting, QEHS, fire safety management, crisis management and ad-hoc issues.</li> <li>Manage and foster positive working relationship with key stakeholders in the customer organisation.</li> <li>Undertake any other responsibility or attend to any duties as assigned by Facilities Manager.</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Degree in Mechanical, Electrical Engineering or Facilities Management discipline with minimum 5 years' experience in facilities maintenance, including 2 years in healthcare or Diploma in Mechanical, Electrical Engineering or Facilities Management discipline with minimum 10 years' experience in facilities maintenance, including 2 years in healthcare.</li> <li>Hold a detailed understanding of building procedures and infrastructure</li> <li>Proven experience of having a flexible approach and the ability to work under pressure</li> <li>A working appreciation of contracts and contract management</li> <li>Track record of leading, motivating and developing teams</li> <li>Flexible in working hours to meet the needs of the business</li> <li>Understanding of related trades in ACMV, Mechanical, Electrical, Building and BASCO/FRC</li> <li>Basic knowledge of space planning and utilisation would be good to have</li> <li>Good stakeholder management and able to engage with Senior Management confidently</li> <li>Able to commit to 5.5 days work week with possibility of staggered rest days implemented due to operational requirements</li> <li>Able to adapt in working in a hospital setting and adhering to hospital PPE requirements.</li> <li>Able to attend in the event whereby the breakdown requires after office hours and/or weekends.</li> <li>Possess certification of Fire Safety Manager (SCDF) will be advantageous.</li> </ul>	

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Building Technician (NUH)	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Preparing the list of works, materials, tools, machineries, and other things to be used.</li> <li>Planning of works for the task given.</li> <li>Conduct inspection before and after the work.</li> <li>Able to communicate with the User</li> <li>Communicate closely to Supervisors by updating the works such as before, progress, after or completion of works on site.</li> <li>To attend and assisting in firefighting, major breakdown such as pipe burst, ceiling collapse, leaking, choke, etc., when there is an outbreak.</li> <li>Routine servicing, repairs and replacement of spares, consumable materials, items and components to all systems and equipment to ensure that they are operational.</li> <li>Knowledge in repairing of door accessories and hardware, painting works, carpentry.</li> <li>Hands-on support to Building operations</li> <li>Responsible for any ad hoc duties tasked by direct Supervisor or Management</li> <li>Carry out preventive and corrective maintenance of the designated Building premises.</li> <li>Documentation of scheduled routine findings and rectification.</li> <li>Attend to all work orders issued by the operations and management</li> <li>Knowledgeable in repairing of plumbing &amp; sanitary fitting &amp; fixtures.</li> <li>Daily routine inspection on building premise, Building fixtures and fittings etc.</li> <li>To handle &amp; manage external Specialist contractors awarded jobs on-site.</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Higher NITEC (or equivalent) in relevant FM discipline, with minimum 3 year relevant experience; or</li> <li>NITEC (or equivalent) in relevant FM discipline, with minimum 5 years relevant experience; or</li> <li>Higher NITEC (or equivalent) in relevant FM discipline, with minimum 3 years relevant experience; or</li> <li>Minimum SEC (Skill Evaluation Certification) of relevant FM discipline accredited by BCA, with minimum 5 years relevant experience; or Minimum 10 years of experience.</li> <li>Able to work in hospital setting</li> <li>Able to commit to 5.5 work week with staggered rest days implemented due to operational requirements</li> <li>Able to work Overtime as and when operational requirements or work urgency entails.</li> </ul>	<ul style="list-style-type: none"> <li>5.5 day work week</li> <li>Postal code: 119074</li> </ul>




Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Building Technician (OCH)	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Able to hands-on and perform retrofitting works, A&amp;A works, maintenance works for both minor and major works in civil work, plumbing &amp; sanitary works.</li> <li>• Perform preventive and corrective maintenance for building facilities and service systems.</li> <li>• Conduct routine checks including building components and elements.</li> <li>• Able to troubleshoot maintenance issues.</li> <li>• To liaise with the suppliers and/or subcontractor.</li> <li>• Able to solve problems with groundwork, giving cost-effective and practical proposals, and recommendations for those works beyond repairs</li> <li>• Any other duty as assigned by your supervisor/engineer/manager.</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• The technician shall have at least 1 to 2 years of experience.</li> <li>• The technician shall have a minimum NITEC or higher NITEC or equivalent.</li> <li>• A technician is expected to be able to work independently.</li> <li>• The candidate is expected to be stationed on site during his work shift.</li> <li>• Familiarity with retrofitting, A&amp;A works, and building maintenance practices and safety procedures is preferred.</li> <li>• Organized, neat, tidy, well-groomed, and have good interpersonal skills.</li> <li>• Pro-active and able to work with minimal supervision and perform under pressure.</li> <li>• Boom lift, scissors lift, rope access, confined space, welding cert, scaffold cert, or any other work-related license or cert, and trained in relevant working experience will be an added advantage.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 day work week</li> <li>• Postal code: 119074</li> </ul>
Building Engineer (OCH) 	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Responsible for building services such as Civil, Structural, infrastructure works, namely:</li> <li>• External and internal Walls including repairs and painting</li> <li>• Painting and maintenance of service pipes</li> <li>• Walkways, ramps, footpaths, staircase, hand railing and circulation spaces</li> <li>• Roads, elements, road signs and Road curbs,</li> <li>• Walkway shelters, awnings, overhangs, canopy and covers</li> <li>• Walls and partitions</li> <li>• False ceiling boards including framework and paintwork</li> <li>• Architectural finishes such as Floor Tile/Ceramic Tile, vinyl flooring and epoxy coated floor</li> <li>• Drain pipe, Floor trap, Rain water pipes, gutters and flashings.</li> <li>• Inspection of Building Structures, earth retaining structures, civil/structural elements, slope, handrails</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 day work week</li> <li>• Postal code: 119074</li> </ul>





Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Coordination with PE on certification.</li> <li>• Internal and external drainage, plumbing, sanitary and sewer systems above ground and underground</li> <li>• Ensure all works are carried out safely and in accordance with safety work procedures.</li> <li>• Provide support and advice to Technical officer and technicians on Building Services.</li> <li>• Review, update and maintain any building related drawings etc.</li> <li>• Manage and guide a team of Technical Officer and technicians in attending to breakdown calls as well as their performance</li> <li>• Investigate and determine root cause of faults and report</li> <li>• Carry out analysis on poor performing equipment. Prepare and submit Incident Report in a timely manner</li> <li>• Develop working schedule / duty roster of the Technical Officer and Technicians.</li> <li>• Responsible for implementing preventive and corrective maintenance program in accordance with the standards, all corporate policies and legislated regulations</li> <li>• Liaison with OEM / building contractor for all building services &amp; regularly solicit feedback from maintenance staff regarding fault status and feedback to users.</li> <li>• Conduct regular inspection of existing mechanical system and its serviceability status.</li> <li>• Review service reports and escalate any finding or action that is required</li> <li>• Assist in the Development, maintenance and the regular review and test of SOP/EOP.</li> <li>• Assists in Business Continuity, Emergency Operations and Exercises such as Fire Drill/Evacuation exercise, major equipment breakdowns, major power shutdown, disease outbreak and incidents where deemed to be of top priority. Activates Recall protocol for emergency situation.</li> <li>• Participate with the client on site walkabout as and when required.</li> <li>• Provide training to technician /technical officers, and technicians as and when necessary.</li> <li>• Review service reports and escalate any finding or action that is required.</li> <li>• Advice and lead the technical investigation / troubleshooting for rectification works. Investigate and determine root cause of faults and report.</li> <li>• Undertake any ad hoc assignment requested or delegated by the AFM/FM as required for the operational needs.</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Degree in Civil Engineering / FM / Architectural discipline with minimum 3 years experience</li> <li>• Preferably minimum 2-3 years of working experience in a facility management environment</li> <li>• Pro-active, ability to prioritize work and achieve desired result</li> </ul>	

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>Independent, able to work with minimum supervision and have a good understanding of critical workflow</li> <li>Proficient in Microsoft Office - Words, Excel and PowerPoint</li> <li>Able to commit to 5.5 work week with staggered rest days implemented due to operational requirements</li> </ul>	
Building Technician (KTPH)	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Work safely in accordance with HSE regulations and policies</li> <li>Coordinate, supervise and perform building facility maintenance and rectification</li> <li>Facilitate interface with suppliers and term contractors for regular and ad-hoc maintenance activities</li> <li>Conduct routine checks including air-conditioning system, electrical, fire protection, plumbing system, etc. to ensure they are operating correctly</li> <li>Identify potential issue and highlight to supervisor/manager proactively</li> <li>Respond to users' requests and alarms and report any fault to the supervisor</li> <li>Perform preventive and corrective maintenance for building facilities and services including plumbing systems</li> <li>Conducting the necessary mitigations in order to make safe, isolate fault and resume operation</li> <li>Troubleshoot and rectify minor maintenance issues (bulb replacement, plumbing and part replacement)</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Nitec / Higher Nitec / in Building / Mechanical / Electrical Engineering or equivalent;</li> <li>Possess technical knowledge of general building systems</li> <li>Minimum 2 years of relevant experience as Building Technician or similar capacity</li> <li>Familiarity with building maintenance practices and safety procedures is preferred;</li> <li>Organised and have good interpersonal skills.</li> <li>Pro-active, independent, able to work with minimal supervision and perform under pressure;</li> </ul>	<ul style="list-style-type: none"> <li>5.5 day work week</li> <li>Postal code: 119074</li> </ul>
	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Work safely in accordance with HSE regulations and policies</li> <li>Coordinate, supervise and perform building facility maintenance and rectification</li> <li>Facilitate interface with suppliers and term contractors for regular and ad-hoc maintenance activities</li> <li>Conduct routine checks including air-conditioning system, electrical, fire protection, plumbing system, etc. to ensure they are operating correctly</li> <li>Identify potential issue and highlight to supervisor/manager proactively</li> <li>Respond to users' requests and alarms and report any fault to the supervisor</li> <li>Perform preventive and corrective maintenance for building facilities and services including plumbing systems</li> </ul>	<ul style="list-style-type: none"> <li>5.5 day work week</li> <li>Postal code: 119074</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>Conducting the necessary mitigations in order to make safe, isolate fault and resume operation</li> <li>Troubleshoot and rectify minor maintenance issues (bulb replacement, plumbing and part replacement)</li> </ul> <b>Pre-requisites</b> <ul style="list-style-type: none"> <li>Nitec / Higher Nitec / in Building / Mechanical / Electrical Engineering or equivalent;</li> <li>Possess technical knowledge of general building systems</li> <li>Minimum 2 years of relevant experience as Building Technician or similar capacity</li> <li>Familiarity with building maintenance practices and safety procedures is preferred;</li> <li>Organised and have good interpersonal skills.</li> </ul> <p>Pro-active, independent, able to work with minimal supervision and perform under pressure;</p>	
Electronics Engineer 	<b>Key Responsibilities</b> <ul style="list-style-type: none"> <li>To supervise the supervisor and technician, lead and manage the day to day operations as outsourced facility management service provider in the specific area to take a fresh look at the hospital facilities and provide best practices in engineering maintenance so as to achieve a safer environment for patients, visitors and staff.</li> <li>Experience in Electronic repair and maintenance works</li> <li>Able to operate building automated system (BMS)</li> <li>To manage the team consist of technicians, supervisor in the respective areas or central operations to carry out daily front end engineering maintenance works and ensuring excellency in operational supports to various specialist clinics, wards, operating theatres, retail shops, back of the house etc.</li> <li>To manage the customers and end users relationship and meet customer and end user's expectations with reference to the KPI and service level agreement spelt out in the contract.</li> <li>Strategize, plan and implement business process and procedure aligning with the operational requirements of the Outram Community Hospital</li> <li>To continue to seek for opportunity to improve and enhance the structure, working hours and shift detailing and the supports of supervisor and technician to support the hospital operations to a new level.</li> <li>To work closely with the client to identify opportunities to improve the facilities and generate additional revenue by securing additional works</li> <li>To address principal concerns from the client on Fix IT program and devise system to improve it by working closely with the team</li> <li>To obtain quotation from sub contractor and process purchase order for all repair works and work with all sub contractors to perform repair works to maintain the facilities within the improving expectations of the client</li> </ul>	<ul style="list-style-type: none"> <li>5.5 day work week</li> <li>Postal code: 119074</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>To stabilize the team during upon operations and continued to seek improvement in the organization structure and operations process to improve supports to the hospital.</li> <li>Identify engineering issues and trouble shooting to response to end users' request. Resolving and mitigating potential engineering problems and potential cause to system breakdown. Work closely with the Central Operations to tackle engineering problems.</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Diploma or Degree in Engineering (Electronic, Electrical) with minimum ten (10) years or three (3) years relevant working experience.</li> <li>Able to commit to 5.5 days work week</li> <li>Comfortable to be working in hospital</li> </ul>	
FRC Technician (SGH)	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Handle calls at Fault Reporting Centre for customer complaints</li> <li>Assign jobs to on-site technical team and work with them to resolve issues</li> <li>Prioritize jobs and escalate to higher management / client in an appropriate manner</li> <li>Monitor Building Management System (BMS), Fire Alarm Systems and other alarm monitoring systems</li> <li>Provide regular updates and reports to higher management / customers / end-users</li> <li>Part of on-site response team for high priority jobs and emergency cases</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>NITEC 2/higher NITEC/Professional Certificate in Electrical / Aircon / Mechanical Services</li> <li>Able to speak fluently and communicate effectively in English</li> <li>Customer oriented</li> <li>Good in PC Skills</li> <li>Able to work in rotating shift environment (a must) and thrive in a fast-paced challenging environment</li> <li>Team player with good interpersonal skills</li> </ul>	<ul style="list-style-type: none"> <li>5.5 day work week</li> <li>Postal code: 119074</li> </ul>
FRC Technician (KTPH)	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Handle calls at Fault Reporting</li> <li>Centre for customer complaints</li> <li>Assign jobs to on-site technical team and work with them to resolve issues</li> <li>Prioritize jobs and escalate to higher management / client in an appropriate manner</li> <li>Monitor Building Management System (BMS), Fire Alarm Systems and other alarm monitoring systems</li> <li>Provide regular updates and reports to higher management / customers / end-users</li> </ul>	<ul style="list-style-type: none"> <li>5.5 day work week</li> <li>Postal code: 119074</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>Part of on-site response team for high priority jobs and emergency cases</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Handle calls at Fault Reporting</li> <li>Centre for customer complaints</li> <li>Assign jobs to on-site technical team and work with them to resolve issues</li> <li>Prioritize jobs and escalate to higher management / client in an appropriate manner</li> <li>Monitor Building Management System (BMS), Fire Alarm Systems and other alarm monitoring systems</li> <li>Provide regular updates and reports to higher management / customers / end-users</li> <li>Part of on-site response team for high priority jobs and emergency cases</li> </ul>	
Facility Executive (SGX) 	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li><b>Project Management:</b> Oversee projects from initiation to completion, ensuring timelines, budget, and quality standards are met. Ensure all relevant documentation is maintained.</li> <li><b>Facilities Management:</b> Manage the ongoing maintenance of facilities, including Mechanical &amp; Electrical (M&amp;E) services, pest control, and landscaping (both indoor and outdoor).</li> <li><b>Customer Engagement:</b> Act as the point of contact for customers and service providers, addressing concerns and ensuring satisfaction with services provided.</li> <li><b>Service Request Management:</b> Create and manage service request tickets, monitor the progress of requests, and ensure timely resolutions.</li> <li><b>Maintenance Records:</b> Update and maintain detailed records of all maintenance activities, including completed tasks and scheduled inspections.</li> <li><b>Service Request Reporting:</b> Generate and analyze service request reports to identify trends, track performance, and improve service delivery.</li> <li><b>Monthly Reporting:</b> Prepare and deliver comprehensive monthly reports on all facilities-related activities, maintenance, and service requests.</li> <li><b>Meeting Coordination:</b> Take accurate minutes during meetings, ensuring all action items and decisions are properly recorded and communicated.</li> <li><b>Team Management:</b> Lead and manage a team of cleaners, tea ladies, and events support staff, ensuring that tasks are completed efficiently and to a high standard.</li> <li><b>Health and Safety Compliance:</b> Ensure that all facilities operations are carried out in compliance with health, safety, and environmental regulations.</li> </ul> <p><b>Pre-requisites</b></p>	<ul style="list-style-type: none"> <li>5.5 day work week</li> <li>Postal code: 119074</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>Proven experience in project management and facilities management.</li> <li>Strong organizational and multitasking skills.</li> <li>Excellent communication skills to engage with customers, service providers, and internal teams.</li> <li>Ability to manage and lead a team effectively.</li> <li>Proficient in Microsoft Office and facilities management software.</li> <li>Knowledge of M&amp;E services, pest control, and landscaping maintenance is a plus.</li> <li>Strong attention to detail and problem-solving abilities.</li> <li>Ability to work independently and manage multiple priorities.</li> </ul>	
Facility/ Operation Executive (Neste) 	<b>Key Responsibilities</b> <ul style="list-style-type: none"> <li>Administrative Duties:</li> <li>Source parts and request quotations from vendors.</li> <li>Follow up on parts delivery to close orders.</li> <li>Obtain signed and endorsed Completion of Work (COW) from clients after job completion.</li> <li>Assist clients in preparing and recording respirators for mask fitting exercises.</li> <li>Update gas meter inventory lists after repairs.</li> <li>Monitor special tools inventory.</li> <li>Assist clients to update monthly Wi-Fi passwords for all locations.</li> <li>Assist with weekly civil work schedules for submission.</li> <li>Assist with POs using SAP and SES systems (if required).</li> <li>Maintain PPE stores and ensure sufficient stock for daily withdrawals.</li> <li>Prepare PPEs for client withdrawals.</li> <li>Ensure sufficient stationery items for daily withdrawals in all buildings.</li> <li>Ensure disinfection materials are in place in all buildings.</li> <li>Ensure all Safety Data Sheets (SDS) are up-to-date.</li> <li>Prepare and update all civil work schedules on Google Calendar.</li> <li>Prepare monthly total man-hours reports for submission.</li> <li>Prepare summary charts on BBSO for monthly safety meetings.</li> <li>Update vendors' equipment servicing reports in client-shared folders.</li> <li>Assist with monthly reports for MA, WA, and SA.</li> <li>Assist with preparation of incident reports, if any.</li> <li>Assist with application of SIC trainings for vendors.</li> <li>Assist with OT submissions for technicians.</li> <li>Assist with claim or medical leave submissions for technicians.</li> <li>Ensure that vendors' Risk Assessments (RA) are updated and valid before the start of work.</li> <li>Conduct quarterly stocktakes for PPE.</li> <li>Monitor and replenish bicycle/tricycle spares.</li> <li>Consolidate and tabulate bicycle/tricycle repair quantities monthly.</li> </ul>	<ul style="list-style-type: none"> <li>5.5 day work week</li> <li>Postal code: 119074</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Oversee janitor operations and monthly ordering.</li> <li>• Undertake duties/projects as instructed by superiors.</li> <li>•</li> <li>• Technical Duties:</li> <li>• Perform routine maintenance and repairs on equipment and facilities, including door repairs etc.</li> <li>• Troubleshoot and resolve technical issues related to machinery, electrical systems, plumbing, and doors.</li> <li>• Conduct regular inspections to ensure all equipment, facilities, and doors are in good working condition.</li> <li>• Provide technical support and guidance to team members and clients.</li> <li>• Ensure compliance with safety regulations and standards during technical tasks.</li> <li>• Maintain accurate records of maintenance and repair activities.</li> <li>• Coordinate with external vendors for specialized technical services when required.</li> <li>• Manage and maintain fire protection systems, including fire alarms, sprinklers, and extinguishers</li> <li>• Conduct regular inspections and maintenance of fire protection systems to ensure they are functioning properly</li> <li>• Ensure compliance with fire safety regulations and standards</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Strong administrative skills.</li> <li>• Technical knowledge and hands-on experience in maintenance and repairs, including door repairs and fire protection systems.</li> <li>• Attention to detail.</li> <li>• Ability to work independently and in a team.</li> <li>• Good written and verbal communication skills in English.</li> <li>• Ability to provide efficient, timely, reliable, and courteous service to customers.</li> <li>• Ability to respond effectively to sensitive issues.</li> <li>• Problem-solving skills involving several options in situations.</li> <li>• Well-versed in Microsoft Office.</li> </ul> <p>Educational qualifications with either of the following:</p> <ul style="list-style-type: none"> <li>• Diploma in Business Administration, Engineering, or a related field with a minimum of 3 years relevant experience.</li> <li>• Well-versed in Microsoft Office (Word, Excel, PowerPoint, etc.).</li> <li>• Technical certifications or training in maintenance, electrical, plumbing, or fire protection systems is a plus.</li> <li>• Able to work overtime as and when operational requirements or work urgency entails.</li> <li>• Able to work under critical time pressures and stress.</li> </ul>	





Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Food Service Ambassador (NUH)	<b>Key Responsibilities</b> <ul style="list-style-type: none"> <li>A good understanding of all the various diets available and its suitability for each patient. (e.g. therapeutic diets, soft diets, halal, non-halal)</li> <li>Checking diet chit for accuracy before serving to patient</li> <li>Daily changing of water jugs and cups for patients</li> <li>Ensure diet chit and patient details are tally</li> <li>Take meal order for every patient at 4.00pm daily in the EMOS (Electronic Meal Ordering System) and practice service quality standards.</li> <li>Serve breakfast, lunch, tea break and dinner on time</li> <li>Clear food trays within the stipulated time.</li> <li>Clean patient refrigerator weekly and ensure all food store in the refrigerators are labelled.</li> <li>Check and record all refrigerators' daily temperatures. Alert supervisors if the temperatures are not within the ideal range.</li> <li>Daily upkeep patient pantry to ensure they are clean, tidy and organised.</li> <li>Liaise with kitchen to ensure adequate supply of condiments supplies in the pantry (e.g. Stirrer, Sugar, Creamer, Milo, Butter, Jam)</li> <li>Check and discard all expired food (e.g. Bread)</li> <li>Wipe and clean patients' tables before and after meal</li> <li>Upkeep ward food trolleys by making sure they are always clean and tidy.</li> <li>Comply to all service quality, infection control, health and safety requirements by customer or ISS</li> <li>Always follow every instruction on infection control and wear the appropriate Personal Protective Equipment (PPE).</li> <li>Undertake duties or improvement projects assigned by superior.</li> </ul>	<ul style="list-style-type: none"> <li>6 day work week</li> <li>Postal code: 119074</li> </ul>
General Technician (SGH)	<b>Key Responsibilities</b> <ul style="list-style-type: none"> <li>Carry out repairs and troubleshooting of back-end engineering maintenance works and ensuring excellency and consistency in operational supports within the workplace according to the design intents of the various mechanical, electrical, medical and specialist systems</li> <li>To be responsible for all deliverables required in the agreement with Singapore General Hospital.</li> <li>To align with the overall client's expectation and contractual requirements and support the operations of the hospital, especially in the front-end engineering. To execute all fix, it and programmed maintenance within the framework of the allocated resources.</li> <li>Managing all minor repairs and fix it work.</li> <li>Work closely with other service providers in the hospital to be part of the team to create a safe and sound environment for the patients, staff and visitors, especially ISS House Keeping and Portering team to demonstrate the strength and capability of ISS's integrated service model to be productive, efficient and effective.</li> </ul>	<ul style="list-style-type: none"> <li>5.5 day work week</li> <li>Postal code: 119074</li> </ul>



Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>Manage relationship with all specialists sub-con and contractors appointed by the hospital to achieve the required KPI, client's expectations and deliverables.</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Minimum Nitec / NTC2 / NTC3 in Engineering (Electronic, Electrical, Mechanical Management) with minimum of one (1) year working experience</li> <li>Willing to learn attitude.</li> <li>Able to work on rotating shifts and/or 5.5 days work week.</li> <li>Able to work overtime due to operational requirements</li> <li>Willing to work in hospital environment.</li> </ul>	
General Technician (OCH)	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Carry out repairs and trouble-shooting of back end engineering maintenance works and ensuring excellency and consistency in operational supports within the workplace according to the design intents of the various mechanical, electrical, medical and specialist systems</li> <li>To be responsible for all deliverables required in the agreement with Singapore General Hospital.</li> <li>To align with the overall client's expectation and contractual requirements and support the operations of the hospital, especially in the front end engineering. To execute all fix it and programmed maintenance within the frame work of the allocated resources.</li> <li>Managing all minor repairs and fix it work.</li> <li>Work closely with other service providers in the hospital to be part of the team to create a safe and sound environment for the patients, staff and visitors, especially ISS House Keeping and Portering team to demonstrate the strength and capability of ISS's integrated service model to be productive, efficient and effective.</li> <li>Manage relationship with all specialist sub-con and contractors appointed by the hospital to achieve the required KPI, client's expectations and deliverables.</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Minimum Nitec / NTC2 / NTC3 in Engineering (Electronic, Electrical, Mechanical Management) with minimum of one (1) year working experience</li> <li>Willing to learn attitude.</li> <li>Able to work on rotating shifts and/or 5.5 days work week.</li> <li>Able to work overtime due to operational requirements</li> <li>Willing to work in hospital environment.</li> </ul>	<ul style="list-style-type: none"> <li>5.5 day work week</li> <li>Postal code: 119074</li> </ul>
General Technician (NUP)	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Responsible for the maintenance and installation of all matters relating to technical services in NUP polyclinics.</li> <li>Perform daily routine inspection on M&amp;E equipment operation.</li> <li>Perform utilities reading and record.</li> </ul>	<ul style="list-style-type: none"> <li>5.5 day work week</li> <li>Postal code: 119074</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>Attend to any equipment breakdown and rectify it .</li> <li>Follow up rectification on monthly Facility inspection finding and report on completion.</li> <li>Perform monthly checks and maintenances of all machinery and equipment in NUP polyclinics as per schedule.</li> <li>Report to Facility Engineer for any major issues or defects encountered</li> <li>Respond and carry out action of all demands raised from NUP relating to technical services.</li> <li>Responsible for high rise cleaning which is more than 2 meters tall when required.</li> <li>Manage spare parts and consumable parts and order to engineer monthly basic.</li> <li></li> <li>Additional Task</li> <li>Attend and take action to complaints and enquires from all staffs (nurses, officers, doctors, etc.) of NUP.</li> <li>Report defects on finding and to follow up on rectification.</li> <li>Submit to Facility Engineer monthly basic.</li> <li>Report to TO or Facility Engineer on finding and rectification.</li> <li>Report to TO or Facility Engineer for beyond capabilities</li> <li>Manage report and submit to FM by end of the month.</li> <li>Maintain professional appearance of all time in polyclinic.</li> <li>Carry out ad hoc housekeeping duties requested by Facility Supervisors, Facility engineer and FM.</li> <li>Report to Facility Engineer for beyond capabilities.</li> <li>Duty cover for FS when required.</li> <li>Maintain and keep standard of store room.</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>At least GCE “O” Level or NITEC certification.</li> <li>2 years of working experience. (Relevant healthcare experience is preferred)</li> </ul>	
GMP Cleaner	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Perform weekly cleaning at specific clean areas</li> <li>Clear rubbish at specific areas</li> <li>Top up PPE inventory weekly or upon request ensure area is well stocked</li> <li>Perform floor scrubbing when required</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Able to wear personal protection equipment (PPE) to do cleaning duties</li> </ul>	<ul style="list-style-type: none"> <li>6 day work week</li> <li>Postal code: 119074</li> </ul>
High Touch Cleaner (TTSH)	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Perform frequent cleaning and disinfection of high-contact surfaces such as lift buttons, handrails, door handles, and seating areas</li> <li>Ensure hygiene standards are maintained throughout public areas</li> <li>Follow infection control procedures strictly</li> </ul>	<ul style="list-style-type: none"> <li>5.5 day work week</li> <li>Postal code: 119074</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>Sanitization high footfall areas</li> <li></li> <li>Requirements:</li> <li>Comfortable with standing</li> <li>Comfortable with wearing PPE (mask, apron and gloves)</li> </ul>	
Healthcare Support Associate (NUH)	<b>Key Responsibilities</b> <ul style="list-style-type: none"> <li>Perform cleaning of beds according to SOPs and get them ready for next patient's admission</li> <li>Able to handle e-system (e.g. HIMS) to communicate and start &amp; end of task.</li> <li>Cleared soiled linen and trash within patient area</li> <li>Disinfect bed frame and its surrounding</li> <li>Update and maintain bed discharge record</li> <li>Keep clean and tidy at all times for all bed discharge trolleys and related equipment or machines.</li> <li>Comply to all services quality, infection control, health &amp; safety requirements by customers or ISS</li> <li>Follow every instructions on infection control and wear appropriate personal protective safety (PPE) at all times</li> <li>Undertake any duties or improvement projects assigned by supervisor.</li> </ul>	<ul style="list-style-type: none"> <li>6 day work week</li> <li>Postal code: 119074</li> </ul>
Housekeeper (OCH/ Tengah/ West)	<b>Key Responsibilities</b> <ul style="list-style-type: none"> <li>Dispose of waste properly and safely</li> <li>Refill supplies such as soap, sanitizers, and paper towels</li> <li>Follow hospital cleaning protocols and safety guidelines</li> <li>Report any maintenance issues to the supervisor</li> <li>Clean and sanitize patient rooms, toilets.</li> <li>Maintaining Cleanliness of the public area</li> </ul> <b>Pre-requisites</b> <ul style="list-style-type: none"> <li>Willing to learn, training provided.</li> <li>Flexible with shifts, including weekends or holidays.</li> </ul>	<ul style="list-style-type: none"> <li>6 day work week</li> <li>Postal code: 119074</li> </ul>
Inpatient Housekeeper (TTSH)	<b>Key Responsibilities</b> <ul style="list-style-type: none"> <li>Perform general cleaning in inpatient wards, including following SOP of discharge patient</li> <li>Cleaning of washroom</li> <li>Disinfect beds, furniture, and floors in accordance with healthcare standards</li> <li>Safely dispose of medical waste and used materials</li> </ul>	<ul style="list-style-type: none"> <li>5.5 day work week</li> <li>Postal code: 119074</li> </ul>
Mechanical Engineer (SGH) 	<b>Key Responsibilities</b> <ul style="list-style-type: none"> <li>Responsible for mechanical services, system operations and maintenance program not limited to systems such as Lifts, Escalator, Fire Alarm System, Autodoors, Pumps, Plumbing, wheelchair, macerator, patient bed,</li> <li>Ensure all the works are carried out safely and in accordance with safety work procedures.</li> <li>Ensure all system are statutory compliance.</li> <li>Provide support and advice to Technical officers and Technicians on mechanical system related activities.</li> </ul>	<ul style="list-style-type: none"> <li>5.5 day work week</li> <li>Postal code: 119074</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>Review, update and maintain mechanical system drawings, etc.</li> <li>Manage and guide a team of Technical Officers and Technicians in attending to breakdown calls.</li> <li>Investigate and determine root cause of faults and report</li> <li>Carry out engineering analysis on poor performing equipment.</li> <li>Prepare and submit Incident Report in a timely manner.</li> <li>Review the performance Technical Officers and Technicians.</li> <li>Develop working schedule / duty roster of the Technical Officers and Technicians.</li> <li>Responsible for implementing preventive and corrective maintenance program in accordance with the standards, all corporate policies and legislated regulations</li> <li>Coordinate with QP and various internal / external stakeholders on Fire Certification activities.</li> <li>Keep track of Mechanical system License renewal.</li> <li>Conduct regular inspection of existing mechanical system and its serviceability status.</li> <li>Review service reports and escalate any finding or action that is required</li> <li>Assist in the Development, maintenance and the regular review and test of SOP/EOP.</li> <li>Participate with the client on site walkabout as and when required.</li> <li>Advice and lead the technical investigation / troubleshooting for rectification works</li> <li>Provide training to technician /technical officers, and technicians as and when necessary.</li> <li>To carry out or perform tasks / activities as instructed by Manager from time to time.</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Minimum Diploma/Degree in Mechanical/Building engineering related field.</li> <li>Minimum 3-5 years of relevant experience.</li> <li>Pro-active, ability to prioritize work and achieve desired result</li> <li>Able to commit to 5.5 days work week with staggered rest days implemented due to operational requirements</li> </ul>	
M&E Engineer (SGH) 	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Responsible for Mechanical &amp; Electrical services, system operations and maintenance program not limited to systems such as Lifts, Escalator, Fire Alarm System, Autodoors, Pumps, Plumbing, wheelchair, macerator, patient bed and electrical trips/faults.</li> <li>Ensure all the works are carried out safely and in accordance with safety work procedures.</li> <li>Ensure all system are statutory compliance.</li> <li>Provide support and advice to Technical officer and technicians on mechanical system related activities.</li> </ul>	<ul style="list-style-type: none"> <li>5.5 day work week</li> <li>Postal code: 119074</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Review, update and maintain mechanical system drawings, etc.</li> <li>• Manage and guide a team of Technical Officer and technicians in attending to breakdown calls.</li> <li>• Investigate and determine root cause of faults and report</li> <li>• Carry out Engineering analysis on poor performing equipment.</li> <li>• Prepare and submit Incident Report in a timely manner.</li> <li>• Review the performance Technical Officers and Technicians.</li> <li>• Develop working schedule / duty roster of the Technical Officer and Technicians.</li> <li>• Responsible for implementing preventive and corrective maintenance program in accordance with the standards, all corporate policies and legislated regulations</li> <li>• Coordinate with QP and various internal / external stakeholders on Fire Certification activities.</li> <li>• Compile all electrical usage on a monthly basis for reporting and analysis.</li> <li>• Liaison with electrical LEW on issues at site.</li> <li>• Coordinate with LEW and various internal / external stakeholders on Annual Shutdown activities.</li> <li>• Keep track of Mechanical &amp; Electrical system License renewal for the building(s) appointed.</li> <li>• Conduct regular inspection of existing mechanical system and its serviceability status.</li> <li>• Review service reports and escalate any finding or action that is required</li> <li>• Assist in the Development, maintenance and the regular review and test of SOP/EOP.</li> <li>• Participate with the client on site walkabout as and when required.</li> <li>• Advice and lead the technical investigation / troubleshooting for rectification works</li> <li>• Provide training to technician /technical officers, and technicians as and when necessary.</li> <li>• To carry out or perform tasks / activities as instructed by Manager from time to time.</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Degree in Mechanical/Electrical/FM Engineering with minimum 3 years relevant experience or Diploma in Mechanical/Electrical/FM Engineering with minimum 5 years of relevant experience.</li> <li>• Pro-active, ability to prioritize work and achieve desired result</li> <li>• Independent, able to work with minimum supervision and have a good understanding of critical workflow</li> <li>• Able to communicate and write well in English.</li> <li>• Able to commit to 5.5 days work week with staggered rest days implemented due to operational requirements</li> <li>• Proficiency in MS office, AutoCad and Single-Line Drawings.</li> </ul>	

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Mechanical Technician (OCH)	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>The technician shall have at least 1 to 2 years of experience.</li> <li>The technician shall be minimally NITEC or higher NITEC or equivalent.</li> <li>The technician is expected to be able to work independently.</li> <li>The candidate is expected to be stationed on site during his work shift.</li> <li>Familiarity with retrofitting, A&amp;A works, and building maintenance practices and safety procedures is preferred.</li> <li>Organized, neat, tidy, well-groomed and have good interpersonal skills.</li> <li>Pro-active and able to work with minimal supervision and perform under pressure.</li> <li>Boom lift, scissors lift, rope access, confined space, welding cert, scaffold cert or any other work-related license or cert and trained in relevant working experience will be an added advantage.</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>The technician shall have at least 1 to 2 years of experience.</li> <li>The technician shall be minimally NITEC or higher NITEC or equivalent.</li> <li>The technician is expected to be able to work independently.</li> <li>The candidate is expected to be stationed on site during his work shift.</li> <li>Familiarity with retrofitting, A&amp;A works, and building maintenance practices and safety procedures is preferred.</li> <li>Organized, neat, tidy, well-groomed and have good interpersonal skills.</li> <li>Pro-active and able to work with minimal supervision and perform under pressure.</li> <li>Boom lift, scissors lift, rope access, confined space, welding cert, scaffold cert or any other work-related license or cert and trained in relevant working experience will be an added advantage.</li> </ul>	<ul style="list-style-type: none"> <li>5.5 day work week</li> <li>Postal code: 119074</li> </ul>
Outpatient Housekeeper (TTSH)	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Clean and maintain outpatient clinic areas including consultation rooms, waiting areas, and carpark</li> <li>Ensure safe disposal of general and medical waste</li> <li>Replenish consumables such as tissue paper, soap, and sanitizers</li> <li>Disinfect furniture and medical equipment surfaces as instructed</li> <li>Adhere to hospital's infection control guidelines</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Able to work in a fast-paced healthcare environment</li> <li>Responsible and detail-oriented</li> </ul>	<ul style="list-style-type: none"> <li>5.5 day work week</li> <li>Postal code: 119074</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Operations Supervisor (SGH)	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Projects a professional image at all times.</li> <li>Delivers quality portering services to patients and staff in the hospital.</li> <li>Provides portering services which include but not limited to patients, medical records, specimen, equipment, medication and blood products to and from the wards/ specialist clinics / departments / external centres in a safe and professional manner.</li> <li>Assists in the reception of patients by provision of wheelchairs / trolleys and their transfer from ambulance and to ensure proper transfer and lifting techniques are practiced when transferring patients.</li> <li>Maintains proper filling system for purpose of submission of daily tasks.</li> <li>Leads a team of porters and ensures supervision, grooming, motivation, discipline and training to the team.</li> <li>Conducts training, provides guidance and coach staff to raise competency level.</li> <li>Disseminates information where necessary and provides feedback to supervisor on cases of interest.</li> <li>Ensures that the equipments / mobile devices are in good working conditions at all times and report any defects.</li> <li>Prepares and maintains daily roster, daily attendance and periodic reports.</li> <li>Collects and consolidates all medical certificate submission, leave application forms and ensures that all documents are in order prior to submission.</li> <li>Ensures tidiness and cleanliness of workplace and/ or shared areas of work with other staff.</li> <li>Monitors all Health, Safety &amp; Environmental procedures and practices, reports incidents to supervisor immediately</li> <li>Responds to hospital or civil emergency activations (eg. call tree, hospital decontamination station, Kingfisher activation, etc) while on duty or/and off duty (standby).</li> <li>Undertakes any other duties/ activities/ projects, etc. as and when instructed by the supervisor or management.</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Minimum 'O' Levels, &amp; ITE Cert</li> <li>Without experience, candidate is welcome to apply. Training will be provided</li> <li>Applicants must be willing to work in Singapore General Hospital</li> <li>Preferably Non-Executives specializing in General Work (Housekeeper, Driver, Dispatch, Messenger, etc), or Healthcare (Medical Support, Assistant or equivalent)</li> <li>Working Days: 5-6 days a week</li> <li>Able to work overtime (when required)</li> </ul>	<ul style="list-style-type: none"> <li>5.5 day work week</li> <li>Postal code: 119074</li> </ul>



Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Patient Transfer Porter (SGH)	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Perform portering services for patients to and from the wards/ specialist clinics/ departments/ external centres in a safe and professional manner.</li> <li>Deliver and collect medical/patient records, specimens, medications or any other items within a hospital environment.</li> <li>Comply with quality service, safety and health requirements of ISS and customers.</li> <li>Build strong relationships with stakeholders and anticipate their needs.</li> <li>Implement productivity related initiatives</li> <li>Provide coaching &amp; supervision of junior or new team members (for Senior position)</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Minimum "O" Levels / ITE Cert</li> <li>Day and Night shift available</li> <li>Basic IT knowledge is required to handle e-system, computer, smartphones.</li> <li>Able to handle difficult customer.</li> <li>Candidates who have prior similar experience will be considered for the Senior Patient Transfer Porter role</li> <li>Able to lead a team (for Senior position)</li> </ul>	<ul style="list-style-type: none"> <li>5.5 day work week</li> <li>Postal code: 119074</li> </ul>
Patient Transfer Porter (Mount Elizabeth)	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Perform portering services for patients to and from the wards/ specialist clinics/ departments/ external centres in a safe and professional manner.</li> <li>Deliver and collect medical/patient records, specimens, medications or any other items within a hospital environment.</li> <li>Comply with quality service, safety and health requirements of ISS and customers.</li> <li>Build strong relationships with stakeholders and anticipate their needs.</li> <li>Implement productivity related initiatives</li> <li>Provide coaching &amp; supervision of junior or new team members (for Senior position)</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Minimum "O" Levels / ITE Cert</li> <li>Day and Night shift available</li> <li>Basic IT knowledge is required to handle e-system, computer, smartphones.</li> <li>Able to handle difficult customer.</li> <li>Candidates who have prior similar experience will be considered for the Senior Patient Transfer Porter role</li> <li>Able to lead a team (for Senior position)</li> </ul>	<ul style="list-style-type: none"> <li>5.5 day work week</li> <li>Postal code: 119074</li> </ul>



Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Storeman (Lonza – Tuas)	<p><b>Key Responsibilities</b></p> <p>1. Store Support</p> <ul style="list-style-type: none"> <li>Perform key functions including inspection, receipting, storage, issuing, and replenishment of stock.</li> <li>Conduct regular inventory counts and ensure accurate stock levels.</li> <li>Record all materials and equipment issued, assigned, loaned, or returned with proper documentation.</li> <li>Carry out packing/unpacking of goods, including operating a forklift when required.</li> <li>Maintain a well-organized storeroom and ensure adherence to SOPs.</li> <li>Keep inventory records accurate and up to date at all times.</li> <li>Perform routine preventive maintenance for store facilities.</li> <li>Support other tasks as assigned by the Facility Manager or Client.</li> </ul> <p>2. Technician Duties</p> <ul style="list-style-type: none"> <li>Conduct routine and ad-hoc maintenance, repairs, and inspections on facilities and systems.</li> <li>Escort and supervise contractors during both scheduled and unscheduled maintenance work.</li> <li>Carry out additional duties as directed by the Facility Manager.</li> </ul> <p>3. Compliance &amp; Safety</p> <ul style="list-style-type: none"> <li>Comply with the Client's SOPs, regulatory requirements, WSH (Workplace Safety and Health) guidelines, and fire safety standards.</li> </ul> <p>4. Client Management</p> <ul style="list-style-type: none"> <li>Address and resolve complaints or operational issues promptly and professionally.</li> <li>Uphold a high standard of service to enhance user experience and satisfaction.</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Valid Forklift license.</li> <li>Team Player</li> <li>Able to commit 5.5 Days</li> </ul>	<ul style="list-style-type: none"> <li>5.5 day work week</li> <li>Postal code: 119074</li> </ul>
Storeman (SGH)	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Maintain regular and direct contact with all job sites as relates to store requisitions.</li> <li>Coordinate with all suppliers to ensure stock is received promptly and accurately.</li> </ul>	<ul style="list-style-type: none"> <li>6 day work week</li> <li>Postal code: 119074</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>Conduct quality control checks and random inspection on goods received.</li> <li>Deliver stocks to job sites as and when required.</li> <li>Maintain and update stock cards on a daily basis.</li> <li>Continually monitor suppliers to ensure best value is being obtained.</li> <li>Match all invoices with delivery and purchase orders.</li> <li>Source for items which are not in the stock list as and when required.</li> <li>Implement the Company's Purchase procedures and systems laid down in the Quality Management System.</li> <li>Maintain stores and administration in good order to comply with Environmental Health &amp; Safety Management System and government legislation.</li> <li>Supervise and participate in receiving, ordering, stocking and issuing supplies and materials, shortages and discrepancies.</li> <li>Ensure proper inventory levels and perform data entry, check stock items for reorder, maintain stock records; conduct schedule inventory and prepare monthly activity reports.</li> <li>Issuance stocks per requisition.</li> <li>Perform minor repairs (changing of 3-pin fused plug and appliance connector) of equipment.</li> <li>Ensure that, at all times, the image of the department is reflected as the professional image of the Company.</li> <li>Undertake any duties/projects, etc as and when instructed by the Contract Manager.</li> <li>Maintain machinery maintenance records; coordinate training for new machinery and ad hoc machinery audit/inspection.</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Complete Secondary School education or closely related field with minimum 2 or more years of required knowledge in storekeeping, inventory work and abilities would be qualifying with an understanding of cleaning facility services. Those without the minimum requirements of educational qualifications but with relevant experience can be considered for the position.</li> <li>Must have knowledge of written and spoken English. Preferably conversant in Malay, Mandarin and Dialects.</li> <li>Ability to be literate to operate a computer.</li> </ul>	
Sanitisation Support Associate (NUH)	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Provide a high standard of hygiene and cleanliness within the customer premises.</li> <li>Practice good service acts by greeting others, smiling and saying thank you (GST) to customers and colleagues.</li> <li>Project professional image with proper grooming standards by ensuring that overall appearance be pleasant, clean and neat.</li> <li>Perform cleaning duties in hospital wards and common areas in hospital and / or perform general duties in all areas of the hospitals. Focus on sanitizing and wiping high-frequency</li> </ul>	<ul style="list-style-type: none"> <li>6 day work week</li> <li>Postal code: 119074</li> </ul>


Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>touch areas such as door handles/knobs, lift buttons, toilet seats and in patient ward areas such as bed rails, call buttons.</p> <ul style="list-style-type: none"> <li>• Meet the cleanliness and hygiene standard and ensure compliance with Health &amp; Safety Environmental procedures and practices. Report accidents/incidents to the superior promptly.</li> <li>• Create great service experiences for customers through providing service personalization, verbal and non-verbal communication and building connections through empathetic service, rapport and going the extra mile.</li> <li>• Maintain neat and organized janitorial/store areas.</li> <li>• Undertake any duties/projects as assigned by the Superior.</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• High attention to detail and ability to follow procedures closely.</li> <li>• Able to commit weekend shift</li> <li>• Willing to learn attitude and able to work in team</li> </ul>	
Technical Officer (OCH)	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Manage HVAC, mechanical, electrical, and other maintenance operations while ensuring adherence to safety standards and best practices.</li> <li>• Oversee project tasks and support system testing and commissioning.</li> <li>• Oversee ACMV, electrical, and building systems, performing troubleshooting, repairs, and preventive maintenance.</li> <li>• Work closely with contractors to ensure smooth daily operations of commercial and non-commercial buildings. Carry out preventive and breakdown maintenance for mechanical electrical, ACMV and general building services</li> <li>• Provide best practices in engineering maintenance to provide a safer environment workplace</li> <li>• Buildup &amp; maintain business relationships with customers and end users in order to achieve expectations with reference to KPI and service level</li> <li>• Identify areas of opportunities to improve facilities to help generate additional revenue by securing additional work</li> <li>• Address principal concerns from the client on Fix It Program and devise system to improve by working closely with co-colleagues</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• A minimum of 3 years of relevant experience with a Diploma, 5 years with a Higher NITEC, or 10 years with a NITEC in Facilities Management is required.</li> <li>• Core Trade/SEC Experience – Minimum 10 years of relevant experience with a Core Trade/SEC (Skill Evaluation Certification) in FM, accredited by BCA.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 day work week</li> <li>• Postal code: 119074</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Able to thrive in a fast-paced challenging environment</li> <li>• Need to perform rotating shift duties</li> <li>• Team player with good interpersonal skills</li> </ul>	
Technician (Lonza – Science Park)	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Preparing the list of works, materials, tools, machineries, and other things to be used.</li> <li>• Planning of works for the task given.</li> <li>• Conduct inspection before and after the work.</li> <li>• Able to communicate with the User</li> <li>• Communicate closely to Supervisors by updating the works such as before, progress, after or completion of works on site.</li> <li>• To attend and assisting in firefighting, major breakdown such as pipe burst, ceiling collapse, leaking, choke, etc., when there is an outbreak.</li> <li>• Routine servicing, repairs and replacement of spares, consumable materials, items and components to all systems and equipment to ensure that they are operational.</li> <li>• Knowledge in repairing of door accessories and hardware, painting works, carpentry.</li> <li>• Hands-on support to Building operations</li> <li>• Responsible for any ad hoc duties tasked by direct Supervisor or Management</li> <li>• Carry out preventive and corrective maintenance of the designated Building premises.</li> <li>• Documentation of scheduled routine findings and rectification.</li> <li>• Attend to all work orders issued by the operations and management</li> <li>• Knowledgeable in repairing of plumbing &amp; sanitary fitting &amp; fixtures.</li> <li>• Daily routine inspection on building premise, Building fixtures and fittings etc.</li> <li>• To handle &amp; manage external Specialist contractors awarded jobs on-site.</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Educational qualifications with either of the following:</li> <li>• Higher NITEC (or equivalent) in relevant FM discipline, with minimum 3 years relevant experience; or</li> <li>• NITEC (or equivalent) in relevant FM discipline, with minimum 5 years relevant experience; or</li> <li>• Minimum SEC (Skill Evaluation Certification) of relevant FM discipline accredited by BCA, with minimum 5 years relevant experience; or</li> <li>• Minimum 10 years of experience.</li> <li>• Comfortable to work in hospital setting</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 day work week</li> <li>• Postal code: 119074</li> </ul>


Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Able to commit to 5.5 work week with staggered rest days implemented due to operational requirements</li> <li>• Able to work Overtime as and when operational requirements or work urgency entails.</li> <li>• You may be required to travel to the Tuas site to provide support, if needed.</li> </ul>	
TeaLady	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Prepare and serve beverages (tea, coffee, etc.) to office staff and guests</li> <li>• Maintain cleanliness of pantry and meeting rooms</li> <li>• Refill pantry supplies and ensure items are well-stocked</li> <li>• Assist with light pantry duties (e.g., washing cups, arranging snacks)</li> <li>• Assist in other ad-hoc duties assigned by supervisor.</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Able to walk up and down the stairs</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 day work week</li> <li>• Postal code: 119074</li> </ul>
Trolley Delivery Assistant (SGH)	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Push Heavy Diet &amp; Cargo Trolley.</li> <li>• May drive Tow Tuck (Training will be provided).</li> <li>• Ensure distribution procedures are running smoothly.</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• No experience required.</li> <li>• Able to communicate with English speaking user / customer.</li> <li>• Required to push and pull loaded trolley (on wheels) up to 200kg.</li> <li>• Able to commit to overtime work</li> </ul>	<ul style="list-style-type: none"> <li>• 6 day work week</li> <li>• Postal code: 119074</li> </ul>


## #7 Kim Yew Integrated Pte Ltd

Kim Yew Integrated is a leading local Integrated Facilities Management and Smart FM company in Singapore. We are known for our specialisation in Electrical and Mechanical Maintenance, Facilities management, Project Management, Building Services and Energy Management in the built environment. We offer IFM service solutions based on smart technology and sustainability.



Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Admin or Customer Service Executive (Support team)	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Providing administration support to the Technical Officers/Engineers/Manager.</li> <li>• Submission of breakdown/routine quotations for Daily Fault Report and walkthrough breakdown claims at site.</li> <li>• Monitoring and following up of site purchase orders, Delivery Orders and E-Invoices for Breakdown, PM &amp; A&amp;A work to be bill.</li> <li>• Monitoring and updating of e-attendance , time off /overtime records for all staff on site.</li> <li>• To provide administrative support and proper documentations necessary for site operations.</li> <li>• File documentation, maintain and update database. Data entry, basic Admin duties and Office maintenance.</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Minimum GCE "N" / "O" Level or equivalent and above</li> <li>• At least 2 year(s) of working experience in the related field. Good communication skills and proficient in Microsoft Office application.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 day work week</li> <li>• 8 working works per day</li> </ul>
Facilities Manager / Assistant Facilities Manager 	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Oversee and manage the FM team of engineers , technical personnel, specialists, including direct vendors / sub contractors for smooth facilities maintenance. Ensure all operational issues and emergencies are attended promptly and rectified with minimal inconvenience and disruption.</li> <li>• Conduct regular check and inspection to ensure the premise is well maintain.</li> <li>• Ensure all works are carried out in accordance with the schedule planned.</li> <li>• Monitor and track any project works and their progress status.</li> <li>• Monitoring of KPIs to ensure compliance with performance framework.</li> <li>• Ensure effective communication within the team and with internal/external stakeholders to achieve their assigned KPIs.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 day work week</li> <li>• 8 working hours per day</li> </ul>

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>Prepare monthly reports for the management.</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Diploma or Degree in Engineering / Building / Facilities Management or any relevant disciplines.</li> <li>Proficient and good knowledge in M&amp;E maintenance services.</li> <li>Minimum 4 years of relevant working experience in Facilities Management industry.</li> </ul>	
Facilities Technician (Aircon, Electrical, Plumbing and Sanitary)	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>To perform maintenance, repair and servicing tasks (Electrical /Aircon / Mechanical / Building).</li> <li>To carry out corrective maintenance operations for facilities or buildings , including troubleshooting and repairing on mechanical, electrical, ACMV and plumbing systems.</li> <li>Attend to faults or complaints in a prompt and effective way.</li> <li>Performing regular maintenance and repairs on the building facilities or systems to ensure smooth operation. Reporting any fault issues to the supervisor.</li> <li>Conduct preventive checks and troubleshooting on the M&amp;E systems.</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Minimum 2 years of Singapore relevant working experience.</li> <li>Experience or Familiar with BMS / ACMV systems ( HVAC, chillers , AHUs, FCUs , general building etc).</li> </ul>	<ul style="list-style-type: none"> <li>5.5 day work week</li> <li>8 working hours per day</li> </ul>
M&E Engineer 	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Plan, execute and supervise all M&amp;E related facilities maintenance work service. Lead a team of technical officers and technicians for the facilities management activities. Advise and lead the technical (M&amp;E) investigations for rectification works with the manager.</li> <li>Investigate, analyse and determine root cause and report any M&amp;E breakdown and fault effectively.</li> <li>Together with Manager to manage M&amp;E works and services for effective and efficient M&amp;E facilities performance.</li> <li>Coordinate and supervise the M&amp;E installation and maintenance work. Planning and scheduling of preventive maintenance and corrective maintenance works.</li> <li>Carrying out regular inspection and provide recommendation for improvement or rectification work if needed. Conducting regular inspection to ensure all maintenance programme are implemented effectively in strict compliance with instructions and guidelines.</li> <li>Perform troubleshooting and analyse faults and provide recommendation for sustainable and cost- effective solutions.</li> <li>Operate and control automated M&amp;E systems, conduct testing &amp; commissioning.</li> </ul>	<ul style="list-style-type: none"> <li>5.5 day work week</li> <li>8 working hours per day</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<b>Pre-requisites</b> <ul style="list-style-type: none"> <li>Diploma or Degree in Mechanical/ Electrical Engineering or its equivalent.</li> <li>Minimum 3 years of working experience in Facilities Maintenance industry with M&amp;E relevant working experience.</li> </ul>	
M&E Supervisor/ Technical Officer	<b>Key Responsibilities</b> <ul style="list-style-type: none"> <li>Lead the team of technicians for any M&amp;E rectification works as per required.</li> <li>Liaising and managing of external vendors and contractors.</li> <li>Carrying out maintenance, repairing and servicing tasks on ACMV system (including chilled water system, FCU, AHU and mechanical ventilation system etc.).</li> <li>To carry out preventive / breakdown and corrective maintenance.</li> <li>Attend to defects and requests promptly. Ensuring safety while carrying out the maintenance work.</li> <li>Preparing of technical reports on breakdown and proposals.</li> <li>Prepare and create detailed work schedule, manpower and resource planning. Review and track of work progress.</li> <li>Able to understand engineering drawings and basic engineering code of practice.</li> </ul> <b>Pre-requisites</b> <ul style="list-style-type: none"> <li>Higher Nitec or Diploma and above in Mechanical/ Electrical Engineering or its equivalent.</li> <li>Minimum 3 years of working experience in Facilities Maintenance industry with M&amp;E relevant working experience.</li> </ul>	<ul style="list-style-type: none"> <li>5.5 day work week</li> <li>8 working hours per day</li> </ul>
Property Executive / Technical Executive 	<b>Key Responsibilities</b> <ul style="list-style-type: none"> <li>Manage a team of in-house Technicians to carry out day-to-day building/ M&amp;E facilities maintenance services.</li> <li>Develop and implement preventive/ corrective M&amp;E maintenance to ensure smooth and efficient operations of services.</li> <li>Oversee contractors in fitting out/ reinstatement of A&amp;A works (if needed) in accordance with authorities/ building's regulations.</li> <li>Managing and fostering relationships with team/vendors and other key stakeholders through effective communications, collaboration, and engagement. Liaising and coordinating with sub-contractors or vendors to ensure timely maintenance works are done effectively. Attending to any feedback / complaint / incidents and submitting incident report accordingly.</li> <li>Monitor and supervise technical (M&amp;E) services and ensure operations run smoothly.</li> <li>Ensure set SLAs (Service Level Agreements) / KPIs (Key Performance Indicators) fulfilled.</li> <li>Administration of service or term contracts including cost comparisons and negotiation for contract renewal/ replacement of building M&amp;E services.</li> </ul>	<ul style="list-style-type: none"> <li>5.5 day work week</li> <li>8 working hours per day</li> </ul>



Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>Calling for quotation and preparing of quotations.</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Diploma / Degree in Facilities Management or Engineering or any equivalent.</li> <li>Facilities Management background with at least 3 years of similar experience.</li> </ul>	
Project Manager (Facilities Maintenance) 	<p><b>Key Responsibilities</b></p> <p>To lead, plan, coordinate and execute project management works, renovation, A&amp;A, infrastructure Improvement and upgrading related works.</p> <ul style="list-style-type: none"> <li>Conduct project meetings with operations team / clients / consultants, contractors etc.</li> <li>Monitor progress and Ensure all projects are executed smoothly and on time.</li> <li>Liaise closely with sub-contractors, architects, consultants and relevant authorities to ensure smooth execution of project works. Coordinating with clients, subcontractors, and other stakeholders to ensure successful project delivery.</li> <li>Prepare cost estimates based on clients' needs.</li> <li>Evaluate sub-contractor / supplier's quotation, cost and invoices</li> <li>Provide cash-flow projection and evaluate contractor's monthly progressive payment claim</li> <li>Ensure timely submissions of all variation orders, its valuations and final account closure</li> <li>Conduct monthly Building inspection with the team</li> <li>Ensuring compliance with relevant regulations and safety standards.</li> <li>Providing regular progress updates and reports to the management.</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Diploma or Degree in Engineering / Building / Facilities Management or any relevant disciplines.</li> <li>Proficient and good knowledge in Building and M&amp;E maintenance services.</li> <li>Minimum 5 years of relevant working experience in SG.</li> </ul>	<ul style="list-style-type: none"> <li>5.5 day work week</li> <li>8 working hours per day</li> </ul>
Quantity Surveyor 	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>To perform quantity surveying and contracts administration duties for facilities maintenance &amp; building maintenance services. To provide support of maintenance and project works function.</li> <li>Involve in the preparation of contracts to award to vendors and sub-contractors.</li> <li>Prepare and submit claims for completed works upon receiving the work completion reports.</li> <li>Manage progress claims and other claims put up from vendors and sub-contractors.</li> </ul>	<ul style="list-style-type: none"> <li>5.5 day work week</li> <li>8 working hours per day</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Liaise with client and client's representative on work progress, claims and KPI.</li> <li>• Track, record and update on breakdown of claims, variations claims or omissions.</li> <li>• Manage payments and claims efficiently and effectively. Monitor and control costs throughout the project lifecycle. Involve in managing contract variations, valuations, and final accounts. Maintain accurate records of project costs, contracts, and correspondence.</li> <li>• Any other adhoc QS scope if required.</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Minimum Diploma / Degree in Building /Quantity Surveying/ Construction Management or any related discipline.</li> <li>• At least 3 years of Singapore QS experience, preferably from Engineering / Construction industry.</li> </ul>	




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## #8 Rhodo Property Group

Rhodo Property is a property management company specializing in estate and facility management. We oversee residential and commercial properties, ensuring well-maintained common areas, smooth operations, and responsive service to occupiers. Committed to excellence, we provide reliable management solutions while prioritizing workplace safety and efficiency. As our portfolio grows, we seek passionate individuals to join our team and build a rewarding career in property management. If you value teamwork, professionalism, and career growth, explore opportunities with Rhodo Property today!

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Admin Assistant	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Oversee the daily administrative roles in a condominium environment</li> <li>Assist and attend to feedback / enquiries from residents</li> <li>Maintain proper filing system for smooth documentation and administration</li> <li>Any other duties assigned</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Handle general administrative duties, data entry, and document management.</li> <li>Assist in scheduling, correspondence, and office coordination.</li> <li>Support daily operations and liaise with internal teams.</li> </ul>	<ul style="list-style-type: none"> <li>5.5 day work week</li> <li>44 hours per week</li> <li>Location: islandwide</li> </ul>
Accounts Assistant (Account Receivables)	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Support duties related to AR functions.</li> <li>Invoice matching &amp; billing.</li> <li>Handling customer receivables and monitoring the AR status.</li> <li>To ensure all the filling is done in a timely and accurate manner.</li> <li>Undertake additional/ ad hoc tasks &amp; responsibilities as and when required or instructed.</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Process invoices, receipts, and follow up on outstanding payments.</li> <li>Maintain accurate records and prepare financial reports.</li> <li>Assist in month-end closing and reconciliation.</li> </ul>	<ul style="list-style-type: none"> <li>5.5 day work week</li> <li>44 hours per week</li> <li>Location: islandwide</li> </ul>
Accounts Assistant (Account Payable)	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Support duties related to AP functions.</li> <li>Prepare payment vouchers and cheques.</li> <li>Undertake additional/ ad hoc tasks &amp; responsibilities as and when required or instructed</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Handle vendor invoices, payments, and expense processing.</li> </ul>	<ul style="list-style-type: none"> <li>5.5 day work week</li> <li>44 hours per week</li> <li>Location: islandwide</li> </ul>

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>Reconcile accounts and ensure timely disbursements.</li> <li>Assist in financial documentation and reporting.</li> </ul>	
Accounts Manager 	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>To lead and oversee MCST accounting functions. This role involves managing receivables/payables, monthly financial reporting, budgeting, audit preparation, and ensuring compliance with BMSMA and accounting standards. You will also supervise a small team and liaise with managing agents, council members, and auditors.</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Minimum 3 years of MCST accounting experience</li> <li>Familiar with BMSMA and property management accounting</li> <li>Proficient in MS Excel and accounting software</li> </ul>	<ul style="list-style-type: none"> <li>5.5 day work week</li> <li>44 hours per week</li> <li>Location: islandwide</li> </ul>
Integrated Facility Management Exec 	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Responsible for overseeing daily operations and maintenance of facilities across assigned sites. Key duties include coordinating service providers, managing preventive and corrective maintenance, ensuring safety and compliance standards, handling vendor contracts, and addressing tenant or client feedback. The role also involves supporting asset management, site inspections, and contributing to operational improvements and cost efficiency.</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Good communication and coordination skills</li> <li>Able to manage site operations independently</li> <li>Proficient in MS Office</li> </ul>	<ul style="list-style-type: none"> <li>5.5 day work week</li> <li>44 hours per week</li> <li>Location: islandwide</li> </ul>
IT Manager 	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>to oversee the company's IT infrastructure, ensure compliance with PDPA, and manage the security of all company data and equipment. The role includes implementing cybersecurity measures, maintaining IT assets, and supporting staff on IT-related matters.</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Strong understanding of PDPA and data protection policies</li> <li>Able to manage and maintain IT hardware, software, and network systems</li> <li>Good problem-solving and communication skills</li> <li>Experience in implementing data security protocols preferred</li> </ul>	<ul style="list-style-type: none"> <li>5.5 day work week</li> <li>44 hours per week</li> <li>Location: islandwide</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Operations Executive 	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>We are looking for a proactive Operations Executive to support the day-to-day running of our managed estates. The role includes handling contract expiry and renewals for manless estates, coordinating site operations, and assisting with AGMs and general meetings. You will work closely with site teams, service providers, and management to ensure smooth operations and timely follow-ups.</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Good communication and coordination skills</li> <li>Able to manage site operations independently</li> <li>Proficient in MS Office</li> </ul>	<ul style="list-style-type: none"> <li>5.5 day work week</li> <li>44 hours per week</li> <li>Location: islandwide</li> </ul>
Property Officer	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Assists the Condominium Manager in ensuring the day-to-day operations of the assigned condominium.</li> <li>Helps to supervise and coordinate the building supervisor and / nician / contractors assigned to the condominium.</li> <li>Handles renewal of term contracts and up-keeping of contractual records.</li> <li>Ensure compliance with divisional policies &amp; ISO Procedures.</li> <li>Any other duties assigned by Immediate Supervisor / Head Supervisor</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Assist in managing daily property operations and maintenance.</li> <li>Handle residents' inquiries and ensure smooth estate management.</li> <li>Conduct inspections and coordinate with service providers. Experience in implementing data security protocols preferred</li> </ul>	<ul style="list-style-type: none"> <li>5.5 day work week</li> <li>44 hours per week</li> <li>Location: islandwide</li> </ul>
Property Executive 	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>On site management and maintenance of properties</li> <li>Day to day operation of all matters relating to maintenance/management of Condo's facilities and operations</li> <li>Administration and management of contracts</li> <li>Attending to queries from owners</li> <li>Liaising with contractors Requirements</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Oversee estate and facility management operations.</li> <li>Manage occupiers' inquiries and liaise with vendors for maintenance.</li> <li>Ensure compliance with property regulations and safety</li> </ul>	<ul style="list-style-type: none"> <li>5.5 day work week</li> <li>44 hours per week</li> <li>Location: islandwide</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Technician	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Regularly maintained and properly serviced all the mechanical and electrical equipment</li> <li>• Maintenance of Properties</li> <li>• Minor electrical installation</li> <li>• Familiar in handling all Maintenance &amp; Electrical works</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Perform troubleshooting, repairs, and preventive maintenance.</li> <li>• Assist in electrical, plumbing, and mechanical works.</li> <li>• Ensure timely response to maintenance issues.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 day work week</li> <li>• 44 hours per week</li> <li>• Location: islandwide</li> </ul>

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## #9 e2i SERVICES





### 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):

<p> <b>e2i Career Centre (DNI)</b> Devan Nair Institute for Employment and Employability 80 Jurong East St 21 Level 2 Singapore 609607</p>	<p><b>Operating Hours</b> Mondays: 2:30pm to 5pm Tuesdays to Fridays: 9am to 5pm Saturdays: 9am to 1pm Sundays &amp; Public Holidays: Closed</p>	<p><b>Nearest MRT</b> East-West Line (Green Line) North-South Line (Red Line) Station Name: Jurong East</p>
<p> <b>e2i Career Centre (OMB)</b> One Marina Boulevard 1 Marina Boulevard #B1-03 Singapore 018989</p>	<p><b>Operating Hours</b> Mondays: 2:30pm to 5pm Tuesdays to Fridays: 9am to 5pm Saturdays: 9am to 1pm Sundays &amp; Public Holidays: Closed</p>	<p><b>Nearest MRT</b> East-West Line (Green Line) North-South Line (Red Line) Station Name: Raffles Place Downtown Line (Blue Line) Station Name: Downtown</p>
<p> <b>e2i Career Centre (OTH)</b> ServiceSG Centre Our Tampines Hub 1 Tampines Walk #01-21 Singapore 528523</p>	<p><b>Operating Hours</b> Mondays: 2:30pm to 5pm Tuesdays to Fridays: 9am to 5pm Saturdays: 9am to 1pm Sundays &amp; Public Holidays: Closed</p>	<p><b>Nearest MRT</b> East-West Line (Green Line) Downtown Line (Blue Line) Station Name: Tampines</p>
<p> <b>e2i Career Centre (WCC)</b> ServiceSG Centre Woodlands, 900 South Woodlands Drive, #03-01A Woodlands Civic Centre, Singapore 730900</p>	<p><b>Operating Hours (Face-to-face/virtual coaching)</b> Mondays to Fridays: 9am to 5pm Saturdays: 9am to 1pm Sundays &amp; Public Holidays: Closed</p>	<p><b>Nearest MRT</b> North-South Line (Red Line) Thomson-East Coast Line (Brown Line) Station Name: Woodlands</p>



## **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. Analyst, 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, etc.)  
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