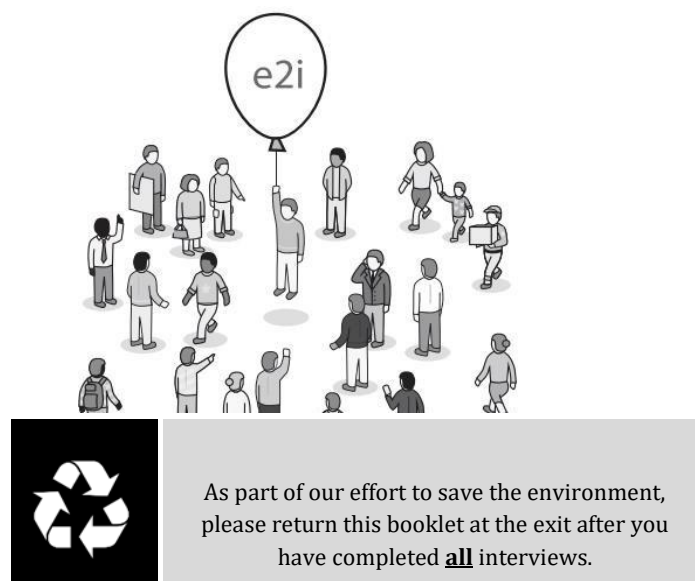


e2i Built Environment -CBM Pte Ltd Job Fair

JOB LISTING BOOKLET



About e2i (Employment and Employability Institute)

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

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#1 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

As a service provider, our success has been through the efforts of our people. We recruit dynamic, service-orientated individuals; and place great emphasis on providing them with a challenging yet family-friendly work environment.

Job Positions	Key Responsibilities	Working Hours / Location
Accounts Executive	Job Description: - Handle day-to-day finance AR operation including prepare AR invoices, Credit memos and key in receipts from customers. - Issue official receipt and bank in cash received when necessary. - Generate monthly statement of accounts and follow up on outstanding receivables for SBU / Management meetings. - Prepare AR journal entries for month end closing - Prepare and reconcile Balance Sheet schedules on monthly basis. - Follow up with Operations on unbilled revenue. - Handle queries from customers and internal staff on outstanding matters. - Assist in liaise and resolve with tax agent/auditor on tax/audit issues. - Other ad-hoc finance reports/duties assigned by superiors. Job Requirement: - Minimum NITEC or other relevant qualification - Preferably with at least one year accounting experience. - Must be able to adapt to dynamic & fast-pace environment. - Must be meticulous & able to work independently. - Proficient in Microsoft excel preferred - Knowledge and experience with Microsoft Dynamics (Navision) will be an added advantage.	5 days 44 hours - Full time/ Permanent - Location: 437844
Accounts Officer	Job Description: - Support day-to-day Accounts Receivable (AR) operations, including DO sorting, data entry in Excel, data verification, and issuance of sales invoices. - Support day-to-day Accounts Payable (AP) operations, including 3-way matching of AP invoices and preparation of payment processing. - Ensure accurate and timely processing of invoices and payments under guidance. - Assist in the preparation of monthly financial reports. - Coordinate and follow up with internal teams and external customers/suppliers on outstanding matters. - Perform other ad-hoc duties as assigned. Job Requirement: - ITE and CAT graduates are welcome. - Comfortable working with numbers and Microsoft Excel. - Good teamwork and communication skills. - Meticulous, responsible, independent, and willing to learn. - Prior experience in finance/accounts is an advantage but not required.	5 days 44 hours - Full time/ Permanent - Location: 437844

Job Positions	Key Responsibilities	Working Hours / Location
Admin Officer	<u>Job Description:</u> • Handling HR matters for Project Division. • Perform clerical / administrative duties; typing, filing, data entry, prepare reports. • Manage, keep record and update all submission document and liaise internally with Finance. • Handle administrative works for projects. • Any general ad hoc duties. <u>Job Requirement:</u> • N/O Level / NITEC with 2 years of relevant experience.	• 5 days • 44 hours • Full time/ Permanent • Location: 437844
Area Manager	<u>Job Description:</u> • Oversee and manage the performance delivery of facility management service at respective zones. • 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. • Identify and troubleshoot problems and provide professional advice to the team. • Develop standard operation procedure and internal workflow to maintain smooth operation at sites. • Manage relation to client/ authorities, being the liaising point of contact. • Oversee area budgeting and expenses. • Any other ad-hoc assignments assigned by the Management. <u>Job Requirement:</u> • Possess an approved tertiary or equivalent qualification and with at least 5 years relevant post graduate experience in Projects & Facilities Management/ Estate Management/ Engineering or Equivalent.	• 5 days • 44 hours • Full time/ Permanent • Location: Islandwide
Assistant Engineer	<u>Job Description:</u> • Assist to perform Energy and Engineering audits. • Working closely with Energy Managers to provide accurate and informative reports. • To perform Measurement and Verification of the performance of M&E Plant. • Managing energy improvement and retrofitting projects. • Help evaluate existing buildings for appropriate energy conservation measures, • Understand financial terms, payback, ROI and related energy saving calculations. • Any other duties as and when assigned by management. <u>Job Requirement:</u> • Diploma or Degree in Mechanical, Electrical, HVAC, or Building Services Engineering. • 1–3 years of experience in HVAC operations, preferably with chillers and central plant systems.	• 5.5 days • 44 hours • Full time/ Permanent • Location: Islandwide

Job Positions	Key Responsibilities	Working Hours / Location
Assistant Head	<u>Job Description:</u> • Oversee the overall performance of Service teams. • Ensure contract compliance and meet or exceed KPIs. • Identify lapses and formulate action plans for improvement. • Foster a culture of service excellence and continuous improvement. • Monitor and update account processes and procedures. • Collaborate with Site Leads to develop and execute strategic business plans. • Cultivate teamwork, collaboration and personal development within the team. • Attending operation meeting and discussions with clients. • Maintain data integrity in management systems. • Uphold safety protocols and crisis management procedures. • Enforce compliance with Health, Safety, Environmental and Risk Management policies. • Oversee supply chain delivery, ensuring service quality. • Ensure accurate and timely financial reporting and billing. • Manage staff performance, development and recruitment. • Cultivate teamwork, collaboration and personal development within the team. • Manage workload, resourcing and succession planning. • Oversee contractor on/off boarding, induction and adherence to standards. • Manage financial targets, expenses and budgets including raising Change Requests. • Explore innovative solutions to improve efficiency and productivity. • Any other ad-hoc works assignment by the management. <u>Job Requirement:</u> • Degree in Facilities Management, Estate Management, Building or relevant related discipline from a recognized tertiary institute. • At least 5 years of relevant experience in facilities management and business development portfolios. • Able to work independently with minimum supervision. • Able to conduct market outreach and marketing. • Proactive and independent. • Dynamic and multi-tasking capabilities.	• 5 days • 44 hours • Full time/ Permanent • Location: 437844
Assistant Projects Manager	<u>Job Description:</u> • Provide leadership and direction on all project operations and activities such as the design, plan, schedule, scope and budget. • Manage and ensure completion of assigned upgrading / Additional & Alteration (A&A) works in accordance to the client's expectation within the timeline and budget. • Manage and negotiate consultant services on assigned projects. • Monitors and evaluates the appropriateness and progress performed and completed by licensed or certified consultants. • Conduct quality assurance reviews to ensure that required work is satisfactorily performed and completed by certified consultants. • Monitors and reports on all phases of planning and construction	• 5 days • 44 hours • Full time/ Permanent • Location: Islandwide

Job Positions	Key Responsibilities	Working Hours / Location
	- Provides direction on all project operations and activities such as the design, planning, schedule, project scope and project budget. - Manage and monitor project fund which includes all payment to consultants, contractors and authorities. - Any other ad-hoc assignments assigned by the Management. Job Requirement: - Possess Tertiary or equivalent qualification with at least 3 years relevant post graduate experience or 5 years diploma in Project Management / Facilities Management / Engineering or equivalent.	
Assistant Quality Control Manager	Job Description: - The on-site team shall be overall responsible to ensure the quality outcomes of all works and services. - The team shall conduct checks on works and services to demonstrate its effectiveness with established QMS, processes and compliance with contract requirements. - Any other ad-hoc assignments assigned by the Management. Job Requirement: - Relevant qualifications from a recognized institute with minimum 3 years relevant experience.	5 days 44 hours - Full time/ Permanent - Location: Islandwide
Assistant Quantity Surveyor	Job Description: - Support of maintenance and project works function. - Undertaking costs analysis for repair and maintenance project work. - Assisting in stabling client's requirements and undertaking feasibility studies. - Performing value management and cost control. - Advising on procurement strategy. - Identifying, analysing and developing responses to commercial risks. - Providing advice on contractual claims. - Prepare tender document, tender calling, tender evaluation, market survey report, contract documents, including bills of quantities with clients/ architects, and preparing and analysing costing in detailed reports. - Administer term contractors A&A works. - Valuing completed work and arranging payments. - Understanding the implications of health and safety regulations. - Any other ad-hoc assignments assigned by the Management. Job Requirement: - Diploma/degree in Quantity Survey, Building, Engineering, Facility Management or other relevant qualifications with minimum 3 years relevant experience. - No experience are welcome.	5 days 44 hours - Full time/ Permanent - Location: Islandwide

Job Positions	Key Responsibilities	Working Hours / Location
Assistant Sustainability Consultant	<u>Job Description:</u> • Conducting Green certifications and sustainability audits. • Auditing/analyzing energy usage, developing environmental-friendly and cost-effective technology solutions in Built Environment. • Recommending sound policies towards energy conservation and sustainability operations • Managing customer relations. • Preparing audit report and presenting findings and solutions to Customers. • Project management for improvement initiatives • Any other ad-hoc assignments assigned by the Management. <u>Job Requirement:</u> • Tertiary education in Environmental Engineering, Sustainability, Building Services or related fields. • Minimum 2 years post graduate relevant working experience. • Possess strong initiative and good analytical skills. • A committed and responsible team player with pleasant personality, independent and resourceful. • Exposure in green building certification such as Green Mark, LEED, BREEAM, or 3-star. • Able to communicate and present fluently. • Traveling for overseas assignments within short notice period.	• 5.5 days • 44 hours • Full time/ Permanent • Location: 437844
Assistant Technical Executive	<u>Job Description:</u> Assist and report directly to Deputy Building Manager (DBM) in all operation & maintenance concerns: • Oversee the facilities management within the premises. • Compiling the monthly utilities report and tabulations. • Monthly M&E reports. • Assist to develop and implement of Standard Operating Procedures (SOP) as and where necessary. Interfacing with the clients: • Attend monthly meeting with client & prepares the minutes of the meeting. • Providing updates on ad-hoc and outstanding issues. • Attending to clients feedback or requests. • Coordinates the preventive and corrective maintenance works schedule with the contract and client. Coordinate and manage projects: • Provide costing and proposals for ad-hoc works/projects. • Evaluate the quotations submitted by contractor and provide a formal quotation to the client. • Inspect works carried out are proper and in satisfaction. • Liaising and managing contractors. Leading the on-site technical teams: • Provide guidance, training and supervision to technical staffs to ensure proper execution of assigned task. • Planning of maintenance schedule. • Review and planning monthly maintenance schedule. • Oversee all work is carried out timely and smoothly by the staffs. • Any other ad-hoc assignments assigned by the Management.	• 5.5 days • 44 hours • Full time/ Permanent • Location: Islandwide

Job Positions	Key Responsibilities	Working Hours / Location
	<u>Job Requirement:</u> - Diploma in Facilities Management, Engineering, Estate Management or other relevant qualifications from a recognized institute with minimum 3 years relevant experience. - No experience are welcome.	
Building Manager	<u>Job Description:</u> - Oversee and manage Facility Management Services at building(s) that he/she is assigned to. - Manage term contractors/ specialist contractors to ensure smooth operation of buildings. - Manage relations to client/authorities/ tenants. - Provide clients / authorities / tenants with updates of electrical, water and other service outages and scheduled shutdowns. - Attend to feedback by tenants/ clients, to recommend and take remedial actions. - Budgeting and managing expenses. - Develops and implements facility emergency plans. During evacuations, assists emergency response teams in assessing building conditions, locating missing personnel, shutting off utilities, and delivering a status report to assembly point leaders - Any other ad-hoc assignments assigned by the Management. <u>Job Requirement:</u> - 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.	5 days 44 hours - Full time/ Permanent - Location: East
Carpark Attendant	<u>Job Description:</u> - Check and ensure the car park is in operations, report accordingly if there are any abnormalities. - Correspond with motorists pertaining to season parking matters (new application, renewal of season parking, change of particular & refund). - Carry out enforcement action on illegal and unauthorized parking of vehicle (e.g. issuance of notice, wheel clamping). - Ensure the cleanliness of the parking systems and car park environment. - Any other ad-hoc assignments assigned by the Management. <u>Job Requirement:</u> - Must possess at least Primary/Secondary School/ "O" level. - Must able to communicate in English. - Able to work shift schedule is preferable. - With own transportation is preferable. - Able to endure outdoor environment.	5 .5days 44 hours - Full time/ Permanent - Location: Islandwide

Job Positions	Key Responsibilities	Working Hours / Location
Complex Manager	<u>Job Description:</u> ADMINISTRATIVE FUNCTIONS - Advise the Corporation on all matters regarding the affairs of the Corporation and Its Property. - Implement all instructions, by-laws and laws permitted under the requirements of BMSMA 2004. - Convene, attend and take minutes of meetings of the Council and all General and Extraordinary Meetings of the Corporation. - Deal with all inquiries, complaints, reports and correspondence relating to the administration of the Corporation, its property and Subsidiary Proprietors. - Engage with prior approval of and on behalf of the Corporation, contractors, solicitors, auditors, surveyors, architects, engineers and other professional services as it may deem desirable or necessary to carry out its duties. - Act on behalf of the Corporation and as directed by the Corporation with regard to any notice or order made by any competent public or statutory authority on matter pertaining to the Corporation and its property. FINANCIAL FUNCTIONS - Collect, demand and recover on behalf of the Corporation all monies due to and take all necessary steps including legal proceedings to recover such sums as directed by or subject to the approval of the Corporation. - Pay and discharge out monies so collected, all rates, taxes, premiums, rent, license fees, statutory charges, professional fees, repairs, renovation, re-decorations, maintenance works and other outgoing or recurrent expenditure, properly incurred on behalf of the Corporation. - Ensure proper records are maintained on monies received and expended on behalf of the Corporation. - Prepare and submit an annual budget for the determination of expenses and to advise and recommend rates of contribution. - Submit a financial report to the Corporation on its financial state after the close of each calendar month. - Oversee requisitions for quotations to ensure proper cost control. - Request, act, negotiate, appoint and award, with the approval of and on behalf of the Corporation, on all contractual matters governing the property. - Initiate cost savings and generate value through implementation of new technology, sound economic and financial policies. MANAGEMENT AND MAINTENANCE FUNCTIONS - Manage and properly maintain the property and keep it in a state of good and operational condition, and in compliance with all relevant legislations, standards, and requirements governing the maintenance and management of the buildings. - Prepare specifications, call tenders, evaluate tenders and make recommendations to the Corporation. - Conduct regular inspections of the property to ensure that the property is properly maintained and serviced by staff and/or contractors. - Prepare and implement preventive maintenance programme for the property	5.5 days 44 hours - Full time/ Permanent - Location: Islandwide

Job Positions	Key Responsibilities	Working Hours / Location
	- Manage the site staff including their performances, behavior and attitude to the best interest of the Corporation. - Any other duties assigned by the Corporation and management HQ office. Job Requirement: - Candidate must possess at least a diploma in Estate Management, Building Services Engineering or equivalent. - Minimum 4-5 years of MCST experience for Diploma holders and have experience in handling more than 1000 units. - Good knowledge of BMSMA Act. - Others skill sets - Contract Management skillset is a must; - Oversees regular building maintenance and repairs; - Maintaining and updating Standard Operation procedures; - Monitoring of maintenance budget; - Coordinate council meetings and AGM; - Dispute management; - Knowledge of BMSMA is mandatory; - Knowledge of Electrical and M&E.	
Customer Service Officer	Job Description: - Responsible for providing excellent customer service and support through rendering assistance to callers by addressing their queries, feedback and requests. - Understands the information provided and advises the callers on appropriate actions to be taken in accordance with the established Standard Operating Procedures (SOP) . - Identifies and executes appropriate solutions to address customer queries, feedback and requests. - Coordinates and activates the relevant parties to ensure callers are assisted to meet the expected services standards. - Record the nature of calls, activations and assistances rendered in the Daily Occurrence/clients' system. - Abide by safety and/or security standards in the workplace according to organizational Workplace Safety and Health (WSH) practices. Job Requirement: - At least GCE 'O' Levels or equivalent 2 years of working experience in the customer service or Control Centre roles is preferred - Excellent customer service and communication skills - Proficient in Microsoft Office tools (Excel and Word).	5.5 days 44 hours - Full time/ Permanent - Location: 437844
Drafter	Job Description: - Prepare detailed drawings and plans based on designs from architects, engineers, or project managers. - Convert concept sketches, layouts, or designs into accurate technical drawings for construction or manufacturing. - Review and update drawings to comply with building codes, safety standards, and project specifications. - Collaborate with architects, engineers, and other team members to resolve design or technical issues. Job Requirement: - Diploma or degree in Architecture, Civil Engineering, Building Technology, or related field.	5.5 days 44 hours - Full time/ Permanent - Location: Islandwide

Job Positions	Key Responsibilities	Working Hours / Location
	Proficient in CAD software (e.g., AutoCAD, Revit, MicroStation) and other drafting tools.	
Facilities Management Executive	<u>Job Description:</u> Site Operations & Maintenance Coordination - Coordinate and monitor daily maintenance and operational activities at assigned sites. - Attend to faults, complaints, breakdowns, and service requests. - Assist in preventive, corrective, and cyclical maintenance scheduling and follow-up. - Conduct routine site inspections and monitor rectification works. - Ensure facilities remain safe, operational, and properly maintained. Contractor Supervision - Supervise contractors, technicians, and vendors carrying out maintenance work. - Ensure works are carried out safely, properly, and according to specifications. - Verify work completion and follow up on outstanding rectifications. - Monitor contractor attendance, performance, and service standards. Reporting & System Updates - Update maintenance records, service reports, and work order status in FM systems. - Prepare site reports, inspection reports, quotations follow-ups, and operational updates. - Upload field data, inspection findings, and photographs into the Computerised FM System. - Maintain proper documentation and site records. Client Coordination - Liaise with site users, clients, and contractors on operational matters. - Assist in resolving operational issues and complaints promptly. - Support management during audits, inspections, and meetings. <u>Job Requirement:</u> - Diploma in Facilities Management, Engineering, Building Services, or related discipline. - SIFMA CFME accreditation preferred - Tier 4 - Minimum 3 years relevant facilities management or maintenance experience. - Experience in building maintenance or IFM environment preferred. - Candidates without Diploma must possess substantial relevant minimum 8 years experiences.	5.5 days 44 hours - Full time/ Permanent - Location: Islandwide
Facilities Manager	<u>Job Description:</u> - Overall Facilities Management of the building(s) that he/she assigned to include soft FM Services such as Pest Control, Landscape, Cleaning and Security. - Required to plan, formulate, manage and oversee the fitting-out, operations, maintenance and upkeep of buildings and land area. - Supervise and manage contractors in fulfilling their contractual obligation and ensure smooth operation of the buildings.	5 days 44 hours - Full time/ Permanent - Location: Islandwide

Job Positions	Key Responsibilities	Working Hours / Location
	- Attend to feedback by tenants/ clients, to recommend and take remedial actions in a timely manner. - Promote good relations with our staff, contractors and management. - Ensure all preventive maintenance programs for all M&E equipment/Specialist System in compliance with relevant legislations and safe work procedures. - Develops and implements 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 - Any other ad-hoc assignments assigned by the Management. Job Requirement: - Degree in Building, Engineering or Facilities disciplines from a recognised tertiary establishment with at least 5 years of relevant working experience. - Possess WSHO/FSM or other relevant certificates.	
Field Engineer	Job Description: - Site preparation and co-ordination, preparation of submission documents. - Coordinate & liaise with various related parties including customer, sub-contractors on site to ensure project requirements are met. - Provide on-site installation, validation and commissioning of equipment. - Perform hands-on site trouble shooting, service & repairs ensure successful - implementation and smooth delivery of projects through effective planning, management and deployment of resources. Responsible for the implementation, testing and commissioning of system. - Undertake any other duties and responsibilities as assigned by management, other ad-hoc duties when assigned. Job Requirement: - Major in Electronic, Electrical or Engineering.	5.5 days 44 hours - Full time/ Permanent - Location: Islandwide
Fire Safety Manager	Job Description: - Conduct fire safety inspections and audits. - Ensure compliance with SCDF regulations and Fire Safety Act requirements. - Maintain fire protection systems, records, and certifications. - Coordinate fire drills, evacuation exercises, and emergency response planning. - Investigate fire incidents and recommend corrective measures. - Provide fire safety advisory and training to site personnel. Job Requirement: - Valid Fire Safety Manager Certificate recognised by SCDF. - Minimum 3 years FSM experience in commercial, institutional, or large occupancy buildings. - Good knowledge of fire safety regulations and systems. - Strong coordination and communication skills.	5.5 days 44 hours - Full time/ Permanent - Location: Islandwide

Job Positions	Key Responsibilities	Working Hours / Location
Foreshore Engineer	<u>Job Description:</u> - The foreshore operation team is responsible for overseeing the foreshore maintenance and projects for foreshore facilities including its maintenance contracts, works and services with adequate engineering and administrative staff. - The Facility Management Manager will manage the foreshore maintenance and projects, maintenance contracts for foreshore facilities (such as Floating Sea Barriers, Land Barriers, Sea Barriers, Security Cagings etc) awarded by the Authority and other items (management of contractors for clearing of vegetation for security cameras and upkeeping/replacement of signages) required by the Authorities. - To prepare, call and administer contracts for Maintenance Works to be carried out on the foreshore structures, offshore structures, seabed, structure wall like seawalls, drain outfall structures, caging system, sea revetments and shore protection structures, penstock jetty, wharf, floating pontoon, coastal security fencing, seabed security fencing, maintenance dredging and floating sea barrier, etc. - To ensure the floating sea barriers, jetties, revetments, seawalls and shorelines are protected against damages, erosion/siltation and unauthorised usage and that the public and land mass behind the structure are adequately protected. This includes the supervision of works and the certification of completion and certification of payment for completed works, to be payable to the foreshore term contractor and/or contractors of maintenance contracts by the Authority. The repairs, maintenance and works to the foreshore structures shall adhere to the relevant authorities' laws regulations and practices (e.g. NParks, URA, MPA, SLA and BCA etc). - Ensure inspection of foreshore and offshore structures is being carried out in accordance with the foreshore structure contract and report any damages and repairs as required. All inspection report shall be certified by an Engineer as stated in the maintenance contract(s), to advise on the recommendations by the Engineer into an action plan for the Home Teams. - If any required work (i.e. additions and alternations, or breakdowns) falls outside the scope of the foreshore maintenance contract(s), Facility Management Manager shall make recommendations to Home Team agencies to address the required work. Upon approval by Home Team agencies, Facility Management Manager shall follow-up with these recommendations. Such follow-up works may include preparing and drafting of documents for Contract Variation submission, conducting market research for solutions from external vendors and following up with the procurement. - To inspect the foreshore and offshore structures together with the term contractor and/or contractors of maintenance contracts on an ad-hoc basis when complaints and or feedback are received or as and when requested by Authority. - To provide a 24x7 standby services off site to address any fault related to the security fencing, floating sea barrier, etc. The work is to ensure term contractor response within the Contract requirement to address the issues and provide update to the Authority. Where properties are restricted, Authority/Term Contractor will provide boat services. However, there will be properties, such as Pulau Ubin, where public ferry services are	5 days 44 hours - Full time/ Permanent - Location: East

Job Positions	Key Responsibilities	Working Hours / Location
	available, such cost shall inclusive and at no additional cost to the Authority. • To provide technical advisory services for Marine Engineering Works and Maintenance of such Components beyond Civil Engineering-work types, necessary for the proper maintenance of such Marine Structures to the end of their structural life. • When any projects are completed, to carry out a joint site inspection with the engineer and Authority's representative. Any defects or unsatisfactory work will have to be rectified by the term contractor. If everything is in order, the Facility Management Manager shall certify the final payment and forward to the authority for payment to the term contractor. • For the repair of marine structures, Facility Management Manager shall coordinate with the end users and term contractor and/or contractors of maintenance contracts, as most works are carried out at low tide which sometimes occurs at odd hours of the day e.g. midnight or dusk. Working hours is also limited as the tides rise and falls within a 6 hour cycle. Facility Management Manager shall price in the Tender Sum for all costs and expenses to provide the necessary manpower to supervise and inspect such works during the aforesaid working hours. The Facility Management Manager shall not claim for any additional costs, etc. • In relation to the breakdown and repairs and the potential concerns on the Foreshore Structures as conveyed by the Home Teams, the Facility Management Manager would need to provide sound and robust technical proposals for review, of further repairs to be executed. • The Facility Management Manager shall pro-actively document, monitor and track the following for foreshore structures including but not limited to seawalls, drain outfall structures, caging system, sea revetments and shore protection structures, penstock, jetties, wharves, floating pontoon, fencing, maintenance dredging and floating sea barrier, etc. The Facility Management Manager shall track, highlight and plan for replacement of the components with minimum disruptions to operations. The information to document, monitor and track include: • Date of Completion (including details of consultants, contractors etc), • Design Lifespan (including key sub-components – such as bollards, roller fenders, fenders, key restraining bolts, corrosion anodes etc.), • Defects (Type, Severity, Location (Including Geo-Location), Remedy Actions, Date, Cost etc). • Maintenance of Classification Status of Relevant Facilities (e.g. Floating Pontoons), if applicable. • Documentation and Safekeeping of MetOcean Information, if available. • Documentation and Safekeeping of Hydrographic Surveys to identify areas of sediment accretion and/or erosion within the sea-space of the locations. • The Facility Management Manager shall provide insights from the trending of key information, such as defects and remaining lifespan, to advise and recommend Authority on the optimal solution to upkeep availability of the foreshore structures with the emphasis on minimum disruptions to operations and cost-	

Job Positions	Key Responsibilities	Working Hours / Location
	effectiveness of solution. Facility Management Manager shall leverage on data analyst/collation to tabulate and forecast physical barrier repairs and budgeting. They should be able to use data analytical tools to present their findings and business solution. This should also apply to all fault reporting for bases so that HTDs can target areas of concern and plan for effective preventive maintenance plans. • The Facility Management Manager shall plan, manage and carry out 5-yearly periodic structural inspections for the foreshore structures, seawalls, sea revetments, jetties, wharves, floating pontoons and sea-based fencing. The Facility Management Manager shall engage and appoint a competent Professional Engineer (PE), with the relevant past experiences in seaward facilities, to carry out the structural inspection. The appointed PE shall furnish and endorse a report encapsulating the scope of the inspection and shall include the following: • Visual inspection of the seaward structures to ascertain the condition of the structures, the loading on the structures and whether there is evidence of any structural works that are or were carried out without any prior approval. The report shall include the age of the structures, documentation of defects and noteworthy observations and recommendations for the safe usage of the seaward structures. • Carry out full structural inspection of the seaward structures if the appointed PE • 5-Yearly Periodic Structural Inspection • reasonably suspects or is of the opinion that there is any defect, deformation or deterioration in the structure of seaward structures that will or will be likely to endanger or reduce the structural stability or integrity of any part of the structures; and • is of the opinion that it is necessary to carry out a full structural investigation of the seaward structures in order to ascertain the cause of the defect, deformation or deterioration. c) - Recommend appropriate measures or other works to ensure the structural stability or integrity of the seaward structures. • This scope of works shall be reimbursable under Annex H Schedule of Rates, Table 10 "Fee for Period Structural Inspection of Foreshore Structures, Seawalls, Sea Revetments, Jetties, Wharves, Floating Pontoons and Sea-Based Fencing" Where properties are restricted, Authority/Term Contractor will provide ferry services. However, there will be properties, such as Pulau Ubin, where public ferry services are available, such cost shall inclusive and at no additional cost to the Authority. <u>Job Requirement:</u> • The Facility Management Manager's staff managing the Foreshore structures shall have a degree in Civil & Structural (preferably with Marine works experience) engineering or equivalent with relevant expertise in maintenance of foreshore structures in the past three (3) years.	

Job Positions	Key Responsibilities	Working Hours / Location
General Cleaner	<u>Job Description:</u> - Report to supervisors / team leaders. - Perform washing and housekeeping tasks as scheduled and instructed. - Adhere to all rules and regulations. - Responsible for proper housekeeping and maintenance of equipment / tools. - Responsible for proper record of attendance in cleaning schedule forms. - Comply with legal and other applicable requirements related to quality, environment and safety. - Comply with procedures of Integrated Management System. - Any other assignments as and when directed by the Management <u>Job Requirement:</u> - Positive attitude, hardworking with pleasant personality.	6 days 44 hours - Full time/ Permanent - Location: Islandwide
Green Mark Manager	<u>Job Description:</u> QSustainability & Energy Management - Lead and support sustainability, Green Mark, and energy efficiency initiatives across assigned sites. - Assist clients and stakeholders in implementing environmental sustainability programmes aligned with GreenGov and corporate sustainability objectives. - Identify opportunities for energy optimisation, operational efficiency improvements, and reduction of utility consumption. - Promote green initiatives, recycling programmes, and environmental enhancement efforts within facilities operations. Energy Audit & Performance Analysis - Conduct preliminary energy audits and energy performance assessments for building systems and equipment. - Analyse historical energy consumption, utility trends, and cost data to identify energy wastage and optimisation opportunities. - Monitor and assess the performance and efficiency of major M&E systems including: - Air Conditioning & Mechanical Ventilation (ACMV) systems - Mechanical ventilation systems /Electrical distribution systems/Data centre systems. <u>Job Requirement:</u> - Minimum 3–5 years relevant experience in sustainability, facilities management, energy management, or Green Mark operations. - Minimum 3–5 years relevant experience in sustainability, facilities management, energy management, or Green Mark operations.	6 days 44 hours - Full time/ Permanent - Location: Islandwide
Instrument and Control Engineer	<u>Job Description:</u> - Prove energy efficiency of existing buildings by analyzing, upgrading, and optimizing control systems to reduce energy consumption and operating costs. - Design, program, and modify Building Management Systems (BMS) and control strategies - Implement energy-saving measures such as scheduling, demand control, and setpoint optimization. - Conduct energy audits and performance assessments.	5.5 days / week 44 hours - Full time/ Permanent - Location: Islandwide

Job Positions	Key Responsibilities	Working Hours / Location
	- Perform system commissioning, testing, and validation. - Integrate smart meters, sensors, and automation technologies. - Monitor system performance and recommend continuous improvements. - Ensure compliance with energy efficiency standards and local regulations. - Prepare technical reports, documentation, and cost-benefit analyses. - Strong communication and teamwork skills. - Problem-solving mindset and willingness to learn. - Any other duties as and when assigned by management. Job Requirement: - Diploma or Degree in Instrumentation Engineering, Electrical Engineering, Mechanical Engineering (HVAC), or related field. - Minimum 3 years of experience in building automation, HVAC controls, or energy management. - Strong knowledge of BMS platforms. - Experience with PLC programming and control systems. - Understanding of HVAC systems and energy efficiency principles.	
Laundry Attendant	Job Description: - Manage the handling of towels, linen, and uniforms - Ensure accurate accounting and recording of towels, linen and uniforms - Oversee the proper assignment and placement of towels, linen and uniforms during transfers - Conduct quality checks at each section for towels, linen and uniforms - Ensure that Daily housekeeping tasks are completed - Any other assignments as and when directed by the management. Job Requirement: 6 days' work week, able to work on weekends. - No experience required.	6 days 44 hours - Full time/ Permanent - Location: East
Licensed Plumber	Job Description: - Install, maintain, repair plumbing system including water supply, drainage, gas and sanitary systems. - Interpret and work from construction drawings, blueprints and specifications. - Conduct regular inspections to identify and resolve issues in plumbing systems. - Cut, assemble and install pipes and fittings using hand and power tools. - Ensure plumbing systems meet local and national plumbing codes and safety regulations. - Respond to emergency service calls and troubleshoot system issues. - To carry out the necessary plumbing work submission to Authority. - Any other duties as assigned. Job Requirement: - Minimum 5 years of experience in the construction/ M&E engineering industry.	5.5 days 44 hours - Full time/ Permanent - Location: Islandwide

Job Positions	Key Responsibilities	Working Hours / Location
	- Experience in large-scale construction or infrastructure projects is an added advantage. - Experience in using CAD and 3D model is an added advantage.	
Maintenance Officer	Job Description: - Conduct periodic routine inspections and ensure proper functioning of estate facilities. - Maintain accurate records of M&E readings and monitor equipment performance. - Check, verify and escorting to get work done by service providers; report irregularities promptly. - Attend feedback received and repair/rectify/install/troubleshoot via the Management Office, app, or residents/occupants. - Carry out tasks assigned by supervisors from Condo Manager, Property Executive/Officer or/and Building Supervisor. Examples of the tasks, not limited to, are bulb/tap/pipe replacement, repainting or touching up, repair and rectify, install, troubleshooting etc.). - Perform any other work assigned by the Condo Manager. Job Requirement: - NTC Certificate on Facilities technology, mechanical or electrical - At least 6 years and above MCST Experience in managing residential, industrial or mixed development.	5.5days 44 hours - Full time/ Permanent - Location: Islandwide
Operations Executive (Carparking)	Job Description: - Running the day-to-day operations to achieve the goals and objectives of departments set. - Attends to client's feedback or requests on all operational and carpark matters. - Preparing and furnishing reports to clients according to contractual requirements with approval. - Implements car park in project stage with Liaising with all relevant parties including submission of applications. - Ensuring the high degree of customer satisfaction via consistency of service standards provided to clients. - Coordinate with contractor for car park defects rectification and housekeeping. - Planning of day-to-day manpower deployment. - Conduct sites audit/ inspection on EPS to ensure system functionalities. - Cascading organizational Workplace safety and Health (WSH) practices. - Making sure that all company policies and Procedures are followed by employees At all times. - Supports the Manager to ensure that effective controls are in place on day-to-day operational requirements. Job Requirement: - Must possess at least GCE 'O' Levels and above - Proficient in Microsoft Office tools (Excel, Words, Power Point) 2 years of working experience in operational roles is preferred - With own transportation is preferable.	5.5 days 44 hours - Full time/ Permanent - Location: Islandwide

Job Positions	Key Responsibilities	Working Hours / Location
Operations Manager (Security)	<u>Job Description:</u> • Manage daily security operational activities at assigned project sites. • Management of security officers. • Budgeting and managing expenses as allocated. • Managing customer relations and business operation processes. • Develop Standard Operating Procedures and good practices to accomplish desired service standards. • Any other ad-hoc assignments assigned by the Management. <u>Job Requirement:</u> • Must possess at least GCE 'N' Levels and above.	• 5 days • 44 hours • Full time/ Permanent • Location: 437844
Project Executive	<u>Job Description:</u> • Provide leadership and direction on all project operations and activities such as the design, plan, schedule, scope and budget. • Manage and ensure completion of assigned upgrading / Additional & Alteration (A&A) works in accordance to the client's expectation within the timeline and budget • Manage and negotiate consultant services on assigned projects. Monitors and evaluates the appropriateness and progress performed and completed by licensed or certified consultants. • Conduct quality assurance reviews to ensure that required work is satisfactorily performed and completed by certified consultants. • 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 • Manage and monitor project fund which includes all payment to consultants, contractors and authorities • Any other ad-hoc assignments assigned by the Management. <u>Job Requirement:</u> • Possess Tertiary or equivalent qualification with at least 3 years relevant post graduate experience or 5 years diploma in Project Management / Facilities Management / Engineering or equivalent.	• 5 days • 44 hours • Full time/ Permanent • Location: Islandwide
Projects Manager	<u>Job Description:</u> • Manage project planning, scheduling, execution, and coordination. • Monitor project progress, budget, quality, and safety performance. • Coordinate consultants, contractors, and stakeholders. • Ensure authority submissions and approvals are obtained. • Conduct site meetings, inspections, and progress reporting. • Manage project risks, timelines, and variations. • Ensure projects are completed on time and within budget. <u>Job Requirement:</u> • Degree in Engineering, Building, Project Management, or related discipline. • Membership with relevant professional institutions preferred. • Minimum 5 years relevant project management experience.	• 5.5 days • 44 hours • Full time/ Permanent • Location: Islandwide

Job Positions	Key Responsibilities	Working Hours / Location
	- Strong project coordination and planning skills. - Good knowledge of authority approval processes.	
Property Executive	<u>Job Description:</u> ADMINISTRATIVE FUNCTIONS - Prepare all necessary work or purchase orders in the course of his duties to maintain and manage the property and as and when directed by the GM/AGM. - Prepare and submit maintenance reports to the CM/AGM. - Attend to inquiries, complaints, reports and correspondence relating to the administration of the Corporation, its property and Subsidiary Proprietors. - Evaluate contractors' performance and submit evaluation reports to the GM/AGM. - Enforce and administer the service contracts and to act upon the terms and conditions or agreements made under these contracts. - Monitor expiry of licenses, contracts and any other form of documentation, and to advise the CM of such expiry as and when necessary. - Manage and maintain inventory of all equipment and supplies used for the operations of the property. FINANCIAL FUNCTIONS - Collate and prepare all incoming invoices with supporting work or purchase orders and submit to the GM/AGM for their recommendation for payment. - Keep proper records of all work and purchase orders. MANAGEMENT AND MAINTENANCE FUNCTIONS - Supervise all contracted work. - Implement preventive and corrective maintenance plans. - Plan, organize and execute periodic checks on services as well as contracts. - Execute directions given by CM with regard to the operations of the property. - Any other duties assigned by the GM/AGM.. <u>Job Requirement:</u> - Candidate must possess at least a diploma in Estate Management, Building Services Engineering or work with good relevant M&E knowledge. 2-3 years of work experience with Diploma holders preferred. Those without diploma but with 3-4 years Property management experience could apply for the job. - Basic knowledge of Building Strata Management Act and working in handling of about 500 residential units or multiple condos.	5.5 days 44 hours - Full time/ Permanent - Location: Islandwide
Property Manager cum FSM	<u>Job Description:</u> ADMINISTRATIVE FUNCTIONS - Advise on all matters relating to the affairs of the Management Corporation Strata Title (Corporation) and its property. - Implement all instructions, by-laws, and prescribed requirements under the Building Strata Management Act (BSMA) 2004. - Convene, co-chair, and record minutes for Council Meetings, Annual General Meetings (AGMs), and Extraordinary General Meetings (EOGMs).	5.5 days 44 hours - Full time/ Permanent - Location: Islandwide

Job Positions	Key Responsibilities	Working Hours / Location
	- Handle all enquiries, complaints, reports, and correspondence pertaining to the administration of the Corporation, its property, and Subsidiary Proprietors. - Engage, with prior approval from the Corporation, contractors, solicitors, auditors, surveyors, architects, engineers, and other professional service providers as necessary for the proper management of the building/estate. - Act on behalf of the Corporation, as directed, in response to notices or orders issued by competent public or statutory authorities relating to the Corporation and its property. FINANCIAL FUNCTIONS - Collect, demand, and recover all monies due to the Corporation, and take necessary steps, including legal action when required, to recover outstanding sums, as directed or approved by the Corporation. - Disburse payments for all approved expenses such as rates, taxes, premiums, rental, licence fees, statutory charges, professional fees, repairs, maintenance, and any other recurrent expenditure incurred on behalf of the Corporation. - Maintain proper and accurate accounting records for all monies received and expended. - Prepare and submit an annual budget for the Corporation's review, including recommendations for contribution rates (e.g. Maintenance Fund). - Provide monthly financial statements and status reports to the Corporation after the close of each calendar month. - Oversee the requisition and evaluation of quotations to ensure proper cost control. - Initiate, negotiate, and award contracts, subject to Council's approval and in accordance with procurement protocols. - Drive cost savings and value creation through adoption of technology, sound financial management, and efficient operational practices. MANAGEMENT AND MAINTENANCE FUNCTIONS - Manage and maintain the property in good operational condition, ensuring compliance with all relevant legislation, standards, and regulatory requirements. - Prepare specifications, call for tenders, evaluate submissions, and provide recommendations to the Corporation. - Conduct regular inspections to ensure all facilities, equipment, and common areas are properly serviced and maintained by staff and contractors. - Develop and implement preventive maintenance programmes for the property. - Supervise site staff, including performance management, conduct, and discipline, in the best interests of the Corporation. - Build, foster and establish excellent cordial relationship with Subsidiary Proprietors, residents, especially with Council/Exco members and Council representative. - Perform any other duties assigned by the Corporation or the HQ office. <u>Job Requirement:</u> - Candidate must possess at least a diploma in Estate Management, Building Services Engineering or equivalent. - Minimum 4-5 years of MCST experience for Diploma holders and have experience in handling office and commercial units.	

Job Positions	Key Responsibilities	Working Hours / Location
	• Good knowledge of BSM Act. Others skill sets • Contract Management skillset is a must; • Oversees regular building maintenance and repairs; • To perform as a Fire Safety Manager for the estate; • Monitoring of maintenance budget; • Coordinate council meetings and AGM;	
Property Officer (ECC)	<u>Job Description:</u> ADMINISTRATIVE FUNCTIONS • Prepare all necessary work or purchase orders in the course of his duties to maintain and manage the property and as and when directed by the Condo Manager (CM). • Prepare and submit maintenance reports to the CM • Attend to inquiries, complaints, reports and correspondence relating to the administration of the Corporation, its property and Subsidiary Proprietors. • Evaluate contractors' performance and to submit evaluation reports to the CM. • Enforce and administer the service contracts and to act upon the terms and conditions or agreements made under these contracts. • Monitor expiry of licenses, contracts and any other form of documentation, and to advise the CM of such expiry as and when necessary. • Manage and maintain inventory of all equipment and supplies used for the operations of the property. FINANCIAL FUNCTIONS • Collate and prepare all incoming invoices with supporting work or purchase orders and submit to the CM for their recommendation for payment. • Keep proper records of all work and purchase orders. MANAGEMENT AND MAINTENANCE FUNCTIONS • Supervise all contracted works. • Implement preventive and corrective maintenance plans. • Plan, organize and execute periodic checks on services as well as contracts. • Execute directions given by CM with regard to the operations of the property. • Any other duties assigned by the CM. <u>Job Requirement:</u> • Candidate must possess at least a diploma in Estate Management, Building Services Engineering or equivalent. • 2-3 years with Diploma holders preferred. Those without diploma but with 3-4 years Property management experience could apply for the job. • Minimum 4-5 years of MCST experience for Diploma holders and have experience in handling more than 1000 units.	• 5.5 days • 44 hours • Full time/ Permanent • Location: Islandwide
Property Officer (IFS)	<u>Job Description:</u> • To supervise of term contractors ie. security guards, landscape, pest control. • Process of Addition & Alteration work applications. It includes correspond with tenants and their renovation consultant in the process of A&A work application to meet fire code requirements.	• 5.5 days • 44 hours • Full time/ Permanent • Location: West

Job Positions	Key Responsibilities	Working Hours / Location
	- Building inspection and ensuring rectification of defects. - Assess contractor's quotations and to follow up with issuance of work orders. The candidate has to be well verse of BQ and taking off. - To ensure completion of defect works to meet timeline. - Update promptly and ensure proper closure of cases in CMMs iBase. - Attend to complaints by tenants and liaise with term contractors for repair works. - Ensure compliance to all service Level Agreement stipulated in the IFM contract. - Any other ad-hoc assignments assigned by the Management. Job Requirement: - Diploma in Building/ Facilities Management/ Building Services/ Engineering from a recognized institute of higher learning with Min 3 years of relevant working experience.	
Quantity Surveyor	Job Description: Cost & Contract Management - Prepare cost estimates, quotations, tender documents, and variation orders. - Evaluate contractor and subcontractor submissions and pricing. - Verify work measurements, progress claims, and payment applications. - Monitor contract budgets, expenditures, and cost controls. - Prepare final accounts and financial reports. Procurement & Tender Support - Assist in procurement exercises, tender evaluations, and contract documentation. - Review specifications and pricing submissions. - Evaluate market rates and star-rate items for reasonableness. Financial Administration - Track work orders, invoices, payment claims, and budget utilization. - Compile supporting documents for claims and financial submissions. - Maintain proper cost records and contract documentation. Job Requirement: - Degree/Diploma in Quantity Surveying or related discipline. - SISV membership preferred. - Minimum 3 years relevant QS experience.	5.5 days 44 hours - Full time/ Permanent - Location: Islandwide
Residence Officer	Job Description: - Provide essential customer service support to residents, visitors, and contractors, including maintaining proper records and documentation. - Handle and manage residents' expectations professionally to ensure consistent delivery of excellent service standards. - Adhere to established quality assurance procedures, including those related to cleaning, security, repairs and maintenance, fire safety, lift operations, and emergency protocols. - Assist the Condo Manager with daily operational duties as required.	5.5 days 44 hours - Full time/ Permanent - Location: West

Job Positions	Key Responsibilities	Working Hours / Location
	- Conduct scheduled inspections and checks of the estate, and promptly escalate any irregularities, faults, or emergencies to management (when sufficient manpower on duty). <u>Job Requirement:</u> - At least 2 years and above MCST Experience in residential or commercial development. - Basic accounting knowledge. - Customer orientated Good Public Relations skills.	
Security Officer	<u>Job Description:</u> - Conduct security monitoring with use of surveillance systems, detect and report security breaches. - Administer access control and alarm monitoring systems to manage access into sensitive and restricted areas. - Respond to security incident and emergencies and report to key Management staff when necessary. - Keep vigilance against threats of workplace violence and terrorist activities to ensure personnel safety and security. - Any other ad-hoc assignments assigned by the Management. <u>Job Requirement:</u> - Must possess PLRD License.	6 days 44 hours - Full time/ Permanent - Location: Islandwide
Senior Property Manager	<u>Job Description:</u> - Overall Property Management of the Estate that he/she assigned to include soft Services such as Pest Control, Landscape, Cleaning and Security. - Required to plan, formulate, manage and oversee the fitting-out, operations, maintenance and upkeep of buildings and land area. - Supervise and manage contractors in fulfilling their contractual obligation and ensure smooth operation of the buildings - Attend to feedback by tenants/ clients, to recommend and take remedial actions in a timely manner. - Promote good relations with our staff, contractors and management. - Ensure renewal of Managing Agent service contract - Ensure all preventive maintenance programs for all M&E/ building equipment in compliance with relevant legislations and safe work procedures. - Conduct monthly council meeting and Annual General Meeting. - Oversee preparation of annual budget and implement cost saving measures. - Provide timely guidance and advice for Site Team under his/her charge. - Any other ad-hoc assignments assigned by the Management <u>Job Requirement:</u> - Candidate must possess at least a diploma in Estate Management, Building Services Engineering or equivalent. - Minimum 5 years of MCST experience for Diploma holders and have experience in handling more than 500 units. - Good knowledge of BMSMA Act.	5 days 44 hours - Full time/ Permanent - Location: Islandwide

Job Positions	Key Responsibilities	Working Hours / Location
Senior Property Officer	<u>Job Description:</u> - To supervise of term contractors ie. security guards, landscape, pest control - Process of Addition & Alteration works applications. It includes correspond with tenants and their renovation consultant in the process of A&A work application to meet fire code requirements. - Building inspection and ensure rectification of defects - Assess contractor's quotations and to follow up with issuance of work orders. The candidate has to be well verse of BQ and taking off. - To ensure completion of defect works to meet timeline. - Update promptly and ensure proper closure of cases in CMMs iBase. - Attend to complaints by tenants and liaise with term contractors for repair works - Ensure compliance to all service Level Agreement stipulated in the IFM contract - Any other ad-hoc assignments assigned by the Management. <u>Job Requirement:</u> - Diploma in Building/ Facilities Management/ Building Services/ Engineering from a recognized institute of higher learning with Min 3 years of relevant working experience.	5.5 days 44 hours - Full time/ Permanent - Location: Islandwide
Senior Security Officer	<u>Job Description:</u> - Conduct security monitoring with use of surveillance systems, detect and report security breaches. - Administer access control and alarm monitoring systems to manage access into sensitive and restricted areas. - Respond to security incident and emergencies and report to key Management staff when necessary. - Keep vigilance against threats of workplace violence and terrorist activities to ensure personnel safety and security. - Any other ad-hoc assignments assigned by the Management. <u>Job Requirement:</u> - Must hasPLRD License.	6 days 44 hours - Full time/ Permanent - Location: Islandwide
Site Engineer	<u>Job Description:</u> - Oversee the overall performance of Service teams within the contract. - Responsible for manpower resource planning, budget management, and ensuring compliance to maintain a safe working environment. - Ensure contract compliance and meet or exceed KPIs. - Foster a culture of service excellence and continuous improvement - Monitor and update account processes and procedures - Collaborate with Site Lead to develop and execute strategic business plans - Maintain data integrity in management systems - Deliver contractual and ad-hoc reports punctually - Support engineering during planned or unplanned power shutdowns. - Uphold safety protocols and crisis management procedures - Oversee supply chain delivery, ensuring service quality	5.5 days 44 hours - Full time/ Permanent - Location: Islandwide

Job Positions	Key Responsibilities	Working Hours / Location
	• Ensure accurate and timely financial reporting and billing • Manage staff performance, development and recruitment • Enforce compliance with Health, Safety, Environmental and Risk Management policies. • Cultivate teamwork, collaboration and personal development within the team. • Manage workload, resourcing and succession planning • Any other ad-hoc works assignment by the management. Job Requirement: • Degree in Engineering /Building/Facilities/Estate Management or relevant disciplines with proven mgmt. background and managed est. 20,000 sqm in the past 5 yrs.	
Technical Executive	Job Description: Assist and report directly to Building Manager (BM) in all operation & maintenance concerns: • Oversee the facilities management within the premises • Compiling the monthly utilities report and tabulations • Monthly M&E reports • Assist to develop and implement of Standard Operating Procedures (SOP) as and where necessary Interfacing with the clients: • Attend monthly meeting with client & prepare the minutes of the meeting. • Providing updates on ad-hoc and outstanding issues. • Attending to clients feedback or requests. • Coordinates the preventive and corrective maintenance works schedule with the contract and client. Coordinate and manage projects: • Provide costing and proposals for ad-hoc works/projects. • Evaluate the quotations submitted by contractor and provide a formal quotation to the client. • Inspect work carried out are proper and in satisfaction. • Liaising and managing contractors. Leading the on-site technical teams: • Provide guidance, training and supervision to technical staff to ensure proper execution of assigned task. • Planning of maintenance schedule. • Review and planning monthly maintenance schedule. • Oversee all work is carried out timely and smoothly by the staff. • Any other ad-hoc assignments assigned by the Management. Job Requirement: • Diploma in Facilities Management, Engineering, Estate Management or other relevant qualifications from a recognized institute with minimum 3 years relevant experience.	•
Technical Officer	Job Description: Daily routine • Inspections of the premises to check for abnormality and defects. • Support to cover reception service whenever receptionist is absence. • General handyman works inclusive of changing of light bulbs and minor repair of lock sets, door closer, etc (replacement parts are not included).	• 5 days • 44 hours • Full time/ Permanent • Location: Islandwide

Job Positions	Key Responsibilities	Working Hours / Location
	- Setting up, testing of Meeting room (Testing of AV system). - Escort client's contractors as and when required. - Support to cover reception service whenever receptionist is absence. - Any other ad-hoc assignments assigned by the Management. Assist and report directly to Facility Executive in all operation & maintenance concerns: - Oversee the facilities management within the premises. - Compiling the monthly utilities report and tabulations - Prepare Monthly M&E reports. - Assist to develop and implement of Standard Operating Procedures (SOP) as and where necessary. Interfacing with the clients: - Attend monthly/ad-hoc meeting with clients & stakeholders - Providing updates on ad-hoc and outstanding issues. - Attending to client/User feedback or requests. - Coordinates the preventive and corrective maintenance works schedule with the contractor and client. Coordinate and manage projects: - Provide costing and proposals for ad-hoc works/projects - Evaluate the quotations submitted by contractor and provide a formal quotation to the client. - Inspect works carried out are proper and in satisfactory. - Liaising and managing contractors. - Inspect and check on site that work orders have been carried out accordingly. Job Requirement: - Higher NITEC or NTC-2 Certificate in Electrical Engineering / Mechanical Engineering / Air-conditioning / Building Services or its equivalent with at least five (5) years of post-graduation working experience in maintaining building services including M&E and AV system. - First Aid Course (CPR + AED) certified - Experienced in operating and basic troubleshooting of meeting rooms AV equipment - Competency in basic troubleshooting of electrical power trip & ACMV issues.	
Technician	Job Description: - Daily inspection of critical M&E systems (e.g. sprinklers, chillers) - Operation of chiller plant per scheduled hours - Monitoring and response to fire alarm activations - Facilitation of contractors' access to M&E areas - other ad-hoc duties as assigned by SUSS. Job Requirement: - Minimum NITEC or at least 2 years relevant experience.	5 days 44 hours - Full time/ Permanent - Location: Islandwide
Workplace Safety and Health Officer	Job Description: - Conduct site safety inspections, audits, and risk assessments. - Review PTW applications, method statements, and safe work procedures. - Investigate incidents, accidents, and near misses. - Recommend corrective and preventive safety measures. - Conduct toolbox meetings and WSH briefings.	5.5 days 44 hours - Full time/ Permanent - Location: Islandwide

Job Positions	Key Responsibilities	Working Hours / Location
	- Ensure contractors comply with WSH requirements and regulations. - Monitor safety performance and compliance records. Job Requirement: - Valid MOM-approved WSHO registration. - Minimum 3 years relevant WSH experience in building or construction environments. - Strong understanding of WSH legislation and risk management. - Good incident investigation and reporting skills.	
WSH Coordinator	Job Description: - Conduct monthly scheduled and ad-hoc WSH inspection across various sites. - Conduct Internal Audit for Integrated Management System (ISO) - Attend regular WSH Audit conducted by client's and follow-up with site teams on the rectifications. - Conduct incident investigation and advise on follow-up actions - Proactively identify hazards and advise on Corrective and preventive actions - Carry out risk management audit on contractors - Routine checks on WSH Document submissions across various contracts and advise on lapses and amendments required. - Carry out regular WSH briefing/ trainings to various site teams - Attend WSH and Risk Management meetings and provide updates on site WSH status. - Issue Work Authorization Forms after checks on contractor safety documentations. - Implementation of Permit-to-work system across various sites/ contracts - Carry out noise monitoring at various sites and advise on noise reduction measures. - Promote WSH values and principles through communication, consultation and engagement with internal and external stakeholders through meetings, dialogue and/ or trainings. - Lead and implement EHS improvement activities arising from corporate EHS and site leadership directions. - Perform WSHO assigned duties in accordance to client's contract requirements. - Any other ad-hoc assignments assigned by the Management. Job Requirement: - Must be a Registered Workplace Safety & Health Officer with Minimum Advance Diploma in WSH.	5.5 days 44 hours - Full time/ Permanent - Location: West

#2 e2i services

- Career Coaching & Job Matching
- Skills Future Advice

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

Meet an e2i Career Coach

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



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

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

**e2i Career Centre
(Devan Nair Institute for Employment and Employability)**

80 Jurong East St 21,
Level 2, Singapore 609607

Operating Hours

Mondays: 2:30pm – 5:00pm
Tuesdays – Fridays: 9:00am – 5:00pm
Saturdays: 9:00am – 1:00pm

**e2i Career Centre
(One Marina Boulevard)**

1 Marina Boulevard, #B1-03,
Singapore 018989

Operating Hours

Mondays: 2:30pm – 5:00pm
Tuesdays – Fridays: 9:00am – 5:00pm
Saturdays: 9:00am – 1:00pm

**e2i Career Centre
(Our Tampines Hub)**

ServiceSG Centre Our Tampines Hub,
1 Tampines Walk, #01-21,
Singapore 528523

Operating Hours

Mondays: 2:30pm – 5:00pm
Tuesdays – Fridays: 9:00am – 5:00pm
Saturdays: 9:00am – 1:00pm

**e2i Career Centre
(Woodlands Civic Centre)**

ServiceSG Centre Woodlands,
900 South Woodlands Drive,
#03-01 Woodlands Civic Centre,
Singapore 730900

Or make an appointment at any of our 23 Jobs & Skills Centres located island wide:

<https://www.e2i.com.sg/locations/#SGUJSC>

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