

Career Gateway @ ServiceSG Centre One Punggol

19 September 2026

JOB LISTING BOOKLET



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

About e2i (Employment and Employability Institute)

e2i is the empowering network for workers and employers seeking employment and employability solutions. e2i serves as a bridge between workers and employers, connecting with workers to offer job security through job-matching, career guidance and skills upgrading services, and partnering employers to address their manpower needs through recruitment, training and job redesign solutions. e2i is a tripartite initiative of the National Trades Union Congress set

Legend:  – PMET Roles

up to support nation-wide manpower and skills upgrading initiatives. For more information, please visit www.e2i.com.sg.

Participating Companies

[Click on the specific role to view more details]

#1 UEMS Solutions	4
• Admin Assistant 	4
• Concierge 	5
• Executive (Commercial Operations) 	6
• Executive (Hospitality Operations) 	7
• Executive , Business Development 	8
• Executive , Healthcare Operations 	9
• Healthcare Attendant	9
• Housekeeping Specialist	10
• Management Associate (Healthcare – Portering & Environmental Services) 	11
• Meal Service Associate	12
• Quality Assurance Assistant 	12
• Team Leader, Visitor Management Service	13
• Training Executive 	14
• Visitor Service Associate	15
• WSH Lead 	15
#2 WGT EHR	17
• Administrator (1-year contract)	17
• Electrical Appliance Sales Promoter (Retail)	17
• Engineer/ Technician (Hospitality) 	18
• Facilities Coordinator	19
• Facilities Coordinator cum Concierge	20
• Facilities Manager 	21
• Facilities Operations Manager 	21
• Facilities Supervisor 	22
• Facilities Technician (EAST) 	23

Legend:  – PMET Roles

• Facility Technician (M&E Maintenance) 	24
• Financial Executive 	25
• Junior Engineer (2 years contract) 	25
• Lift Technician/ Engineer 	26
• M&E Technician 	26
• Property Executive 	27
• Property/ Facility Executive (Senior / Junior) 	28
• Receptionist	29
• Senior Facilities Coordinator	30
• Senior Facility Manager 	31
• Technician (ACMV – Roving) 	32
• Workplace Ambassador	32
e2i Services	34

#1 UEMS Solutions

Founded in 1988 in Singapore, UEMS Solutions Pte. Ltd. began with a simple goal: to provide reliable housekeeping services to the healthcare and hospitality sectors. Over the decades, we've grown into a leading provider of Integrated Facilities Management (IFM) services, now supporting critical environments across healthcare, education, industrial, and commercial sectors.

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Admin Assistant 	- At least 2 years of admin experience - Team player with good communication and interpersonal skills - Proficient in Microsoft Office applications (Excel, Powerpoint, Word & etc.)	- Performing operation administrative duties support and preparing operation reports for the operation managers/HOD. - Take charge on all reconciliation of attendance in the payroll system. - Responsible for all vendor's billing approval routing and ensure billings are processed accordance. - Responsible to track all departmental follow ups and schedules. - Participate in annual internal audits and safety initiatives organize by the company. - Assist the HOD/ Managers on various claims matters. - Maintaining and upkeeping documents, records and filing according to IMS system - Coordinate full spectrum of HR and payroll duties with Operations Managers/ Executives/Supervisors. - Handling Office store Management and Inventories (uniforms, stationaries, stocks) - Stand-in as operation role in critical situation or exigency situation - Taking on the secretary role for event preparation; preparing meeting materials, minutes taking and etc.	Working Hours: 5 days / week 44 hr / week Employment Type & Job Type: Full Time Location: 60 MacPherson Road, Singapore 348615

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Attending to any enquiries and escalate to superior when necessary • Coordinating with various departments when necessary • Adhere to any government regulation and company policy such as, but not limited to, accommodation checks and incident reporting • Handles company VIPs visit and coordinate with other department or sites on various visit schedule. To prepare formal internal communication with various stakeholders. • Coordinate executive communications, including taking calls, responding to emails, managing meeting rooms, provide logistical support for all meetings • Any other ad-hoc duties as assigned by direct superior	
Concierge 	• You have good customer service skills and a genuine passion for meeting new people • You project a polished and professional demeanour, leaving a lasting first impression. • Whether in the driveway, lobby or concierge area, you maintain an elegant presence while offering warm and attentive service. • You possess a keen eye for detail and a talent for anticipating guest preferences, ensuring a truly personalized touch.	• Be the first point of contact for our valued clients, providing exceptional service and personalized attention. • Manage access to all the properties, keeping all security protocols and SOPs in line with directives. • Coordinate well with other teams and colleagues to ensure a seamless service is provided to each and every client and visitor, regardless of time of day • Anticipate needs and proactively provide solutions, ensuring a stress-free experience for our clients. • Build meaningful relationships with regular tenants by showing genuine interest and	• Working Hours: 5 days / week 44 hr / week • Employment Type & Job Type: Full Time • Location: 60 MacPherson Road, Singapore 348615

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	- You are a problem-solver at heart, adept at resolving tenant concerns efficiently and leveraging feedback to continuously improve service satisfaction. - A local area expert, you can share insightful recommendations on dining, attractions, and sporting events, catering to diverse cultural needs. - You excel in building rapport and fostering strong relationships with tenants, even within a short timeframe. - You're comfortable dealing with different cultural nuances of people from around the world. - You're a team player, always ready to lend a hand with additional duties when needed.	concern, and recording personal guest preferences for a better service experience	
Executive (Commercial Operations) 	- Diploma in Business, Facilities Management, Hospitality, or a related discipline. - Minimum 2 years of operations, facilities, or manpower management experience. - Good communication and interpersonal skills. - Strong organisational and problem-solving abilities. - Proficient in Microsoft Office applications.	- Manage daily operations and manpower deployment across assigned commercial sites. - Coordinate with clients and internal teams to ensure smooth service delivery. - Monitor staff attendance, performance, productivity, and service standards. - Handle operational issues, customer feedback, and prepare operational reports. - Support recruitment, onboarding, payroll, training, and employee administration. - Ensure compliance with company policies, workplace	Working Hours: 5 days / week 44 hr / week Employment Type & Job Type: Full Time Location: 60 MacPherson Road, Singapore 348615

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Able to work independently in a fast-paced environment and manage multiple priorities. • Experience in facilities management, cleaning, security, or integrated facilities management will be an advantage.	safety, and contractual requirements.	
Executive (Hospitality Operations) 	• Diploma in Business, Facilities Management, Hospitality, or a related discipline. • Minimum 2 years of operations, facilities, or manpower management experience. • Good communication and interpersonal skills. • Strong organisational and problem-solving abilities. • Proficient in Microsoft Office applications. • Able to work independently in a fast-paced environment and manage multiple priorities. • Experience in facilities management, cleaning, security, or integrated facilities management will be an advantage.	• Oversee daily operations and manpower deployment to ensure smooth service delivery at the hotel/worksite. • Liaise with clients and internal stakeholders on operational requirements, staffing arrangements, and service standards. • Monitor staff attendance, productivity, performance, and discipline, taking appropriate follow-up actions when required. • Conduct regular staff engagement, daily briefings, and ensure compliance with grooming, safety, and operational standards. • Handle customer feedback, operational issues, and prepare monthly operational reports and budgets. • Coordinate recruitment, onboarding, payroll submissions, attendance, overtime, leave, and exit processes with HR. • Ensure employees complete mandatory training and maintain accurate training records. • Maintain staff records, system updates, employee databases, and other administrative documentation.	• Working Hours: 5 days / week 44 hr / week • Employment Type & Job Type: Full Time • Location: 60 MacPherson Road, Singapore 348615

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Organise team engagement activities and support continuous improvement initiatives. - Provide operational support during the absence of the Contract Manager and perform other duties as assigned.	
Executive , Business Development 	- Diploma with at least 5 years of relevant working experience - Strong MS Office and numeracy skills - Fluent written and oral communication skills - Creative and resourceful, with a strong eye for design - Highly self-motivated and results-driven with solid business acumen - Good conceptualisation, planning and organisation skills - Meticulous, detail-oriented, pro-active and possess good relationship building skills	- Support in end-to-end bid process from pre-qualification to award, including delivering winning submissions that are of high quality and accuracy and in compliance with the client requirements - Work together with the manager to proactively generate effective leads to build up a robust sales pipeline and adopt best practices and strategic goals to meet revenue objectives - Engage with clients to understand their needs and build rapport with them - Develop and deliver high standard presentations to clients - Understand contractual terms and conditions to perform effective negotiations - Identify and build rapport with service partners to ensure good support - Provide clients with clarifications, information and assistance in a prompt and professional manner - Monitor and report the sales pipeline and progress, including tracking and following up closely on leads and opportunities	Working Hours: 5 days / week 44 hr / week Employment Type & Job Type: Full Time Location: 60 MacPherson Road, Singapore 348615

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Executive , Healthcare Operations 	- At least 2 years of experience in Operations and leading a team - Proficient in Microsoft Office Application for reports and preparation of presentation slides for monthly meeting. - Strong interpersonal skill to interact with all levels of stakeholders such as clients on site, end users, and internal departments. - Able to be a team player to assist the management team on the required inspections and reports. - Self-starter with minimal supervision needed on the operation ground	- Assist Manager in daily operational activities - Conduct daily roll-call and ensure that staff are properly attired and groomed and necessary information cascaded during the roll-call - Supervise and assess the work performance of the staffs in the daily deployment basis, to ensure the service delivery of operational needs is delivered as accordance to the contractual requirement. - Ensure timely completion of all planned work schedules, prepare and maintain records as per standards required by the Company and Customer - Handle feedbacks and complaints and update to the Manager accordingly - Respond to user's request promptly and update when it's completed, escalate to Manager when necessary - Assist in preparation of monthly reports, operating budgets and other relevant reports - Perform any other relevant duties as and when assigned by the Superior - Any other relevant duties as and when assigned by the Superior	Working Hours: 6 days / week 44 hr / week Employment Type & Job Type: Full Time Location: 60 MacPherson Road, Singapore 348615
Healthcare Attendant		- Accompanies the patient during intra-hospital and inter-hospital transfers when the need arises. - Assist in the transfer of specimens, documents and other material as assigned by the department staff.	Working Hours: 6 days / week 44 hr / week Employment Type & Job Type: Full Time

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Assist in case-notes management for clinic operations. - Assist in the proper storage of CSSD, linen and other supplies as directed. - Assist in preparation, collection, sorting and storage of ward linen. - Assist in collection, segregation and disposal of soiled linen. - Maintain general tidiness and cleanliness of wards, offices and waiting areas. - Assist in transporting equipment / furniture to appropriate department for repair and maintenance. - Assist in preparing and serving diets and beverages to patients. - Perform bed discharge and terminal cleaning procedures when the need arises. - Maintain cleanliness of patient pantry and ensure sufficient kitchen rations. - Comply with hospital infection control guidelines. - Adheres to hospital policies and procedures according to IQEHS requirements. - Demonstrate proper and economical usage of the consumables and supplies. - Other adhoc duties as assigned	Location: 60 MacPherson Road, Singapore 348615
Housekeeping Specialist		To perform daily housekeeping tasks (changing bedsheets, compound area cleaning, toilet washing, office cleaning, high dusting, surface wiping, floor sweeping and mopping, replenish of	Working Hours: 6 days / week 44 hr / week Employment Type & Job Type:

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		consumable items, clearing of rubbish, etc) a) Attend regular roll call meetings to know daily operational deployment. b) Attend in-service training to learn new skills and service knowledge to perform housekeeping services. d) Use various cleaning chemicals and disinfectants on deployed areas. e) Operate machinery for project and periodic cleaning, disinfection on non-medical/medical equipment, if required. f) Ensure the environmental service standards are met. g) Escalate any matter/ feedback to the upline superior when necessary. h) Any other relevant duties as and when assigned by the Supervisor.	Full Time • Location: 60 MacPherson Road, Singapore 348615
Management Associate (Healthcare – Portering & Environmental Services) 	• Diploma / Degree in Business, Healthcare Management, Engineering, Facilities Management, Environmental Studies, Operations Management, or related disciplines. • Internship or project experience in healthcare, facilities, operations, or service industries will be an advantage. • Strong interest in healthcare operations and patient-centric service delivery.	• Support daily portering and environmental services, manage manpower, workflows, and ensure service excellence even during peak or disruption periods. • Be part of safety, housekeeping, and infection control audits, support incident investigations, and help foster a strong safety culture. • Work closely with nurses, clinicians, and hospital teams, support service recovery, and turn feedback into action. • Contribute to process improvement, Lean initiatives, digitalisation, and pilot new	• Working Hours: 6 days / week 44 hr / week • Employment Type & Job Type: Full Time • Location: 60 MacPherson Road, Singapore 348615

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	- Resilient, adaptable, and able to thrive in a 24/7 operational environment. - Proficient in Microsoft Office, especially Excel and PowerPoint.	- systems and workflows using data-driven insights. - Support onboarding, training, and competency tracking while engaging frontline teams in continuous improvement.	
Meal Service Associate	- Minimum N' Level with 3 years of relevant experience in frontline customer service / F&B - Able to read, write and speak English	- Updating patient's meal requirements in the Meal Ordering System - Serving of meals (Breakfast, Lunch, Dinner, Tea Break) & collection of meal trays after meal service - Preparation and serving of beverages - Serving of adhoc beverages, snacks and supper - General maintenance and stocking of ward pantry (includes wipe down of ward trolleys) - Gather patient feedback and attend to and resolve patients' feedback on meal related issue - May be required to conduct beverage preparation in Central Kitchen - Any other Meal Service Associate related work scope as required by UEMS	Working Hours: 6 days / week 44 hr / week Employment Type & Job Type: Full Time Location: 60 MacPherson Road, Singapore 348615
Quality Assurance Assistant 	- Diploma or equivalent qualification in Business, Sustainability, or related fields. 2 years of relevant administrative or QA support experience - Basic knowledge of quality management systems (e.g. ISO standards) and/or ESG principles is an advantage.	- Maintain, organise, and control QA and ESG documents, records, and databases. - Ensure documents are properly version-controlled, approved, archived, and retrievable. - Support updates to policies, SOPs, manuals, and ESG-related documentation. - Assist in planning and coordinating internal and external audits.	Working Hours: 5 days / week 44 hr / week Employment Type & Job Type: Full Time Location: 60 MacPherson Road, Singapore 348615

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	- Strong organisational and documentation skills with attention to detail. - Good communication skills and ability to coordinate across departments. - Self-motivated, systematic, and able to meet deadlines.	- Track audit findings, corrective and preventive actions (CAPA), and follow-up timelines. - Maintain audit logs, reports, and evidence for compliance purposes. - Provide administrative support for QA and ESG initiatives, meetings, and reporting. - Prepare basic reports, dashboards, and summaries for management review.	
Team Leader, Visitor Management Service	- At least 3 years of working experience in frontline customer service with 1 year of experience in team leading - Prior experience in healthcare industry will be an added advantage - Prior experience in team leading	- Oversee the operations for Visitor Management Services - Oversee and monitor performance of staff to ensure service levels are met - Manage resources including manpower, equipment and supplies in daily operation - Handle complaints/ feedback and resolve issues by performing service recovery. To escalate to Superior when need arises - Investigate causes of discrepancies and complaints and to take corrective actions - Disseminate operational updates/ information to staff promptly and accurately - Conduct on-the-job training and refresher training programs - To perform temperature taking and other data collection as and when required by the Company - To operate and manage work areas required as per the role of a Patient Service Associate in the event of shortage of staff	Working Hours: 5 days / week 44 hr / week Employment Type & Job Type: Full Time Location: 60 MacPherson Road, Singapore 348615

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		Any other relevant duties as and when assigned by the Superior	
Training Executive 	- Degree / Diploma in any discipline - Candidates with relevant experience in training, healthcare and as trainer will have an advantage. - Candidates with ACTA / ACLP and/or DACE preferred - Proficiency in Microsoft Office applications especially excel, word and powerpoint. - Independent and ability to work with minimum supervision in fast pace environment. - Proactive and takes initiatives. - Willing to work on weekends if there are any training needs / adhoc training request by clients	- Submit monthly training reports, feedback, assessment and audit reports on time. - Plan and submit monthly training calendar, learning needs analysis, training plan and trainer hours report. - Develop and / or improve training materials in order to better facilitate training, ensuring consistency, quality and up to date. - Review and / or develop any new OJT blueprints with better quality and up to date that meet the requirements of client. - Manage and maintain up to date facility training databases, records and documentation in order to ensure proper tracking and reporting. - Handle facility training administration & coordination, including registration of training courses. - Conduct and facilitate trainings including orientation, On-the-Job (Practical / Hands on) trainings and WSQ Programs. - Conduct and facilitate assigned sites training quality audits, including to support facility audit. - Improvise training and audit processes, documents, and forms for better productivity and efficiency at work. - Assist in the company's continuous improvements	Working Hours: 5 days / week 44 hr / week Employment Type & Job Type: Full Time Location: 60 MacPherson Road, Singapore 348615

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		and training related areas and its status as a SSG Approved Training Organisation (ATO), ITE audits, and administration if requires.	
Visitor Service Associate	• Minimum N' Level with 3 years of relevant experience in frontline customer service / • Able to read, write and speak English	• Provide directions and general assistance • Manage crowd control at gantry/lobby • Handle basic enquiries and visitor access • Perform simple data entry & system updates • Ensure equipment is working properly • Support safety screening when required • Assist with wheelchair transfers when needed	• Working Hours: 5 days / week 44 hr / week • Employment Type & Job Type: Full Time • Location: 60 MacPherson Road, Singapore 348615
WSH Lead 	• Diploma in Engineering, preferably Occupational Safety and/or Environmental Health or related fields • Completed the Specialist Diploma in Workplace Safety & Health (Level C) course or the equivalent • Internal Auditor trained in ISO 45001: 2018 • 2 years of relevant work experience in WSH relating to engineering, facilities management, including WSH programme management in such field. • Good interpersonal and communication skills • Excellent decision, analytical and problem-solving skills and a good team player	• To review, implement and maintain the workplace safety and health standards of our premises to ensure compliance to all the regulatory requirements of the WSH Act and its subsidiary legislative requirements. • To perform duties of a WSH executive to support the team in regard to WSH matters to be compliance to the WSH Act and its subsidiary legislative requirements. • Maintain proper safety-related documentation, certificates and other related EHS records as required by the regulatory authorities • To evaluate WSH non-compliance, unsafe work conditions and practices to identify WSH performance gaps (as and when required)	• Working Hours: 5 days / week 44 hr / week • Employment Type & Job Type: Full Time • Location: 60 MacPherson Road, Singapore 348615

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	- Familiar with local regulatory requirements related to workplace safety and health, and all other aspects of safety - Able to work independently under minimum supervision, within a dynamic work environment.	- To carry out WSH compliance audit and inspection (as and when required). - To attend, to conduct WSH incident investigations (including non-working hours when required) and to review investigation findings to identify root cause of incident. - To act as covering Secretary of WSH Committee meeting of the workplaces. - To implement, conduct document reviews of WSH Management System (WSHMS), identify areas for improvement in the WSHMS and maintain documentation. - To coordinate and implement WSH programme initiatives. - To develop, prepare and deliver presentations, safety briefings, training materials, circulars, etc. - To support WSH policy and procedure implementation. - To prepare and tabulate monthly reports relating to WSH matters such as statistic update. - To conduct periodic review of incident trends and effectiveness of WSH performance and make recommendations for improvements. - To assist in all administrative works, such as minutes writing relating to safety committee meeting and department's meeting - Any other ad-hoc job assignments by the company.	

#2 WGT EHR

At WGT Group, our mission is to support businesses in Singapore through thoughtful HR solutions, dependable manpower services, and well-executed event services. As a recruitment agency in Singapore, we focus on connecting the right talent with the right opportunities while ensuring operations and events are delivered with care and accountability.

Across our work as a manpower staffing agency and event services provider, we aim to create outcomes that go beyond short-term delivery. By supporting contract staffing in Singapore, workforce coordination, and event execution, we help organisations operate smoothly, adapt confidently, and build lasting partnerships that contribute to long-term growth and impact.

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Administrator (1-year contract)	• ITE / Diploma holder (Fresh graduates welcome). • Proficient in Microsoft Excel. • Organized, detail-oriented, and good with paperwork. • Responsible and able to follow structured processes. • Good communication skills to liaise with stakeholders.	• Provide administrative support to the team functions. • Prepare and maintain documentation, reports, and standard formats. Perform data entry, tracking, and reconciliation of records. • Assist in managing PTW (Permit-To-Work) documentation. • Coordinate and follow up with vendors. • Maintain proper filing and compliance records. • Support other ad-hoc administrative duties as assigned.	• Working Hours: 5 days / week 9am to 6pm • Employment Type: Full Time • Job Type: Contract • Location: 18 Howard Road, Singapore 369585
Electrical Appliance Sales Promoter (Retail)	• At least 6 months of experience in sales or promotions, ideally in Home Appliances or Air Conditioning. • Commitment to a 6-day work week, including weekends and public holidays.	• Actively engage customers, introduce products, and create a positive brand experience. • Conduct interactive product demonstrations and communicate key benefits effectively.	• Working Hours: 6 days / week 1pm to 9pm (Break Available) • Employment Type & Job

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	- Working hours 1pm – 9pm (Break available). - Excellent interpersonal and communication skills with a friendly, approachable demeanor. - Self-driven, proactive, and adaptable to fast-paced environments. - Well-groomed and professional, commission driven. - Sign on bonus.	- Identify customer needs and recommend tailored solutions for exceptional service. - Maintain attractive product displays to maximize customer interest. - Achieve sales targets using effective strategies and a customer-first approach. - Track daily sales, manage inventory, and report on competitor activities. - Address customer inquiries and feedback professionally and promptly.	Type: Full Time Location: 18 Howard Road, Singapore 369585
Engineer/ Technician (Hospitality) 	- Minimum certified ITE/Diploma/alternative education in electrical/mechanical engineering - Good interpersonal and communication skills. - Able to work under stress, tight schedule and handle multi tasks. - Able to start work immediately or within short notice period. - Able to work independently and as a team function. - Candidates with hospitality work environment experience is preferred.	- An eye for detail in a hotel's overall functionality and efficiency. - Ensuring all systems, from electrical, mechanical systems, equipment, overall facility to plumbing runs smoothly. - Handyman duties including carrying of heavy equipment, standing and walking for long hours within the hotel premise. - Including preventive maintenance, inspections and troubleshooting and repairs. - Preventive Maintenance: Conducting routine inspections and servicing of HVAC systems, refrigeration, and plumbing to prevent major facility breakdowns. - General Repairs: Fixing faulty electrical fixtures, plumbing leaks, and structural damages in guest rooms and public areas. - Guest & Staff Requests: Promptly responding to maintenance calls from the	Working Hours: 5 days/ week Shift hours with allowance. 3 shifts starting from 7am Employment Type: Full Time Location: 18 Howard Road, Singapore 369585

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		housekeeping team or direct requests from hotel guests. Life-Safety Compliance: Testing fire alarms, emergency lighting, and life-safety systems to ensure they meet local building codes and strict safety regulations.	
Facilities Coordinator	- N' Level and above. - At least 1 year of experience in office reception, concierge, or administrative support roles. - Professional attitude with a friendly personality and strong interpersonal skills. - Proficiency in Microsoft Office Suite. - Excellent communication skills, both written and verbal. - Willingness and ability to travel between different office locations as scheduled.	Facilities Management: - Oversee daily operations and maintenance of multiple office locations, ensuring all facilities are in optimal working condition. - Manage vendor relationships and coordinate services, including cleaning, security, and general maintenance. - Serve as the main liaison for all facility-related matters, ensuring prompt resolution of any issues. - Liaise with external stakeholders as necessary. - Assist in general administrative duties and assist with ad-hoc tasks, urgent work, and special projects. Receptionist Duties: - Greet and welcome guests, visitors, and staff in a professional and friendly manner. - Answer incoming phone calls and direct them to the appropriate person or department. - Handle guest inquiries and provide accurate information about the company, services, and office policies. - Maintain an organized reception area to ensure a	Working Hours: 5 days / week 9am to 6pm Location: 18 Howard Road, Singapore 369585

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		professional and inviting first impression. • Manage meeting room schedules and ensure rooms are set up and ready for meetings. • Handle courier deliveries and distribution of mail and parcels.	
Facilities Coordinator cum Concierge	• Minimum 1–2 years of experience in facilities coordination, concierge, front office. • Good communication and interpersonal skills. • Pleasant, professional and service-oriented personality. • Able to interact confidently with visitors, clients, vendors and internal stakeholders as a team or individual. • Good organisational and administrative skills, attention to details and timely reports • Comfortable handling multiple tasks and following up on operational matters. • Microsoft Office is necessary • Prior experience in facilities management or building management experience.	• Coordinate daily facilities and building operations to ensure a smooth and comfortable workplace environment. • Act as the first point of contact for visitors, tenants, clients and contractors. • Provide professional concierge and front-of-house services, including greeting and assisting visitors. • Manage visitor registration, access passes and meeting room arrangements. • Handle incoming calls, enquiries and general requests professionally. • Coordinate maintenance, cleaning, security and other facilities-related services. • Vendor and Contract management, inclusive of vendors and contractors for scheduled maintenance and ad-hoc works. • Monitor and follow up on maintenance issues, work orders, quotations and service requests. • Conduct regular checks of common areas and facilities to ensure they are clean, systems are working well and maintenance are completed on periodic basis.	• Working Hours: 5 days / week 8:30am – 5:30pm / 9am to 6pm • Employment Type: Full Time • Job Type: Contract • Location: 18 Howard Road, Singapore 369585

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Assist with meeting room bookings, event arrangements and workplace setup. - Maintain accurate records, reports and documentation as well as office supplies or inventory or consumables. - Attend to feedback and complaints promptly and escalate issues where necessary. - Perform other administrative and facilities-related duties as assigned.	
Facilities Manager 	- At least 3 years of experience in facilities maintenance operations is an advantage - Requires Diploma/ Degree in Engineering, Building, Real Estate, or Facilities Management.	- Plan, execute, and supervise all facilities maintenance, M&E activities. - Manage and oversee building, facilities, and M&E services to ensure efficient operations. - Coordinate and supervise M&E installation and maintenance when required. - Collaborate with clients, subcontractors, and the facilities team to resolve technical issues - Foster strong client relationships and ensure service standards.	Working Hours: 5.5 days / week 9am to 6pm Employment Type: Full Time Job Type: Contract Location: 18 Howard Road, Singapore 369585
Facilities Operations Manager 	- Minimum Diploma in Engineering / Building / Facilities / Estate Management or any relevant disciplines. - Candidate with good relevant experience with diploma education can apply too. - Minimum 3 years in similar position with relevant working experience in handling Government properties or statutory Board, preferred.	- Oversees the management of all technical personnel, specialists, including direct vendors in all the disciplines within the contractual work scope. - Responsible for planning and implementing preventive maintenance programme for all services and ensure proper contracts administration and management. - Involve with M&E services maintenance and oversee soft services FM with AFM/ FM.	Working Hours: 5.5 days / week 8.30am to 6pm Employment Type: Full Time Job Type: Permanent Location: 18 Howard Road,

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	- To have relevant FM / IFM experience in soft /hard services. - Proven track records of IFM contracts management experience. - Fire Safety Manager, Project Manager Certification of Greenmark Manager will be an added advantage. - Possess analytical and organizational skills with the ability to work independently and willing to go extra mile to reach challenging goals within very tight timelines. - Good communication skills in both verbal and written. - Proficiency in MS Office and email. - Ability to work under pressure in a complex environment. - Good Leadership ability	- Ensure that all operational issues and emergencies are attended promptly and rectified with minimal inconvenience and disruption. - Ensure all works are carried out in accordance with the schedule planned. - Conduct general inspection to identify services for rectification and oversee team's performance in accordance with contractual work scope and timeline of completion. - Monitor and track all project works and their progress status. - Monitoring of KPIs to ensure compliance with performance framework. - Ensures effective communication within the team and with internal/external stakeholders to achieve their assigned KPIs. - Monitor Non-compliance letters and liaise with Contracts Dept for response. - Ensure all personnel in the project obtained clearance, including Vendors / Sub-cons and technicians. - Familiar with Workplace Health and Safety Act and be able to provide advice on Health & Safety matters. - Conduct regular audits to ensure safety procedures on site are in place and working with safety team.	Singapore 369585
Facilities Supervisor 	- Minimum Higher Nitec in Mechanical/ Electrical Engineering or Building Services and above. - Diploma / Degree in any	To supervise and coordinate facilities maintenance activities for preventive and corrective maintenance works. To manage the team	Working Hours: 5.5 days / week 9am to 6pm

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	FM related qualifications. • Minimum 4 years of relevant working experience in the FM industry. • Good technical knowledge in building maintenance, M&E systems (Electrical , ACMV , Chiller, Fire Protection etc). • Good team player and effective communication skills. • Proficient Microsoft Office Application.	of technicians and technical officers for smooth M&E work operations. • Liaise, supervise and coordinate with sub-contractors and vendors on projects, maintenance, repair, shut down and overhaul works. • Ensure maintenance or repair works are carried out timely and effectively. • To conduct regular inspections of the building premises, systems and any equipment. Assist in preparing and submission of costing and quotations if required. • To attend and respond to users' requests and feedback on any fault issues and following up with resolution with the team. • Perform routine inspection on electrical facilities and services. Attending work orders maintenance of the properties and maintains a proper maintenance checklist. • To assist the safety team with risk assessments in accordance with Workplace Safety and Health policies and practices.	• Employment Type: Full Time • Job Type: Contract • Location: 18 Howard Road, Singapore 369585
Facilities Technician (EAST) 	• Minimum 2 years and above in Facilities Maintenance or Engineering company • Minimum ITE/ NITEC in Mechanical / Electrical / Building / Facility Management	• Carrying out maintenance, repairing and servicing tasks (Electrical /Aircon / Mechanical / Building / Repairs). • Carry out preventive / breakdown and corrective maintenance of M&E works or Aircon or Building. • To carry out maintenance operations for facilities or	• Working Hours: 5.5 days/ week 12 hours shift work • Employment Type: Full Time

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		buildings, including troubleshooting and repairing mechanical, electrical, and plumbing systems. - Attend to defects and customers' complaints promptly. Respond to any fault reports, client requests, or any breakdowns efficiently. - Performing regular maintenance and repairs on the building facilities or systems to ensure smooth operation. Report faults to supervisor. - Conduct preventive checks and troubleshooting on the M&E systems. - Record or inform supervisor of any faults or issues during routine checking. - Perform any other ad hoc duties assigned	Location: 18 Howard Road, Singapore 369585
Facility Technician (M&E Maintenance) 	- Minimum 2 years of experience in facilities maintenance or engineering company - Minimum NTC/ITE/NITEC/Higher NITEC/Vocational Certificate in Mechanical, Air-Con, Electrical, Building, Facility Management, or related maintenance field - Willingness to work in shifts , 12 hours shifts.	- Perform preventive, breakdown, and corrective maintenance on mechanical and electrical (M&E) systems to maintain building facility operations - Troubleshoot and repair faults in M&E systems to restore functionality efficiently - Respond promptly to defect reports, customer complaints, and client requests to resolve issues - Conduct regular maintenance checks and inspections on building facilities and systems to ensure operational reliability - Record and report any faults or maintenance issues to supervisors for timely action	Working Hours: 2 days rotating 12 hours shift work Employment & Job Type: Full Time Location: 18 Howard Road, Singapore 369585

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		Carry out ad hoc maintenance duties as assigned to support facility management needs	
Financial Executive 	- Minimum Diploma in Finance / Accounting or related major. - At least 1 year of experience in finance, or a related field. - Knowledge of Accounts Payable (AP), Accounts Receivable (AR), and issuing Purchase Orders (POs). - Proficient in Microsoft Office (Excel, Word) and accounting software. - Detail-oriented, organized, and able to work independently.	- Handle Accounts Payable (AP) and Accounts Receivable (AR) functions, including invoice processing, payment transactions, and reconciliation. - Issue Purchase Orders (POs) and ensure proper documentation and approvals. - Verify and process supplier invoices, ensuring accuracy and timely payment. - Monitor outstanding receivables and follow up on collections. - Assist in monthly financial closing, account reconciliations, and reporting. - Maintain accurate financial records and ensure compliance with company policies and procedures. - Perform any other ad hoc finance and administrative duties as assigned.	Working Hours: 5 days / week 8.30am to 5.30pm Employment and Job Type: Full Time Location: 18 Howard Road, Singapore 369585
Junior Engineer (2 years contract) 	- Diploma or Degree in IT, Electrical Engineering, Mechanical Engineering, or related field. - At least 1 year of relevant working experience in facilities, engineering, or technical support. - Ability to quickly identify and resolve technical issues under pressure. - Knowledge of UPS, fire protection systems, or ACMV is an advantage.	- Support daily facilities and building operations. - Handle basic troubleshooting, cabling and maintenance coordination. - Installing hardware, critical infrastructure, troubleshooting technical issues, ensuring 24/7, 365 days uptime, managing cabling, and adhering to strict safety/security protocols. - Ensuring uptime of Uninterruptible Power Supplies (UPS), cooling systems, and environmental monitoring systems.	Working Hours: 5 days / week 9am to 6pm Employment Type: Full Time Job Type: Contract Location: 18 Howard Road, Singapore 369585

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	- Basic engineering knowledge is sufficient (training will be provided). - Interest in Facilities Management. Responsible, willing to learn, and proactive attitude. - Good communication skills to liaise with vendors and internal stakeholders.	- Coordinating with the vendors, clients, and internal teams to resolve issues. - Ensure preventive maintenance schedules are followed. - Assist in reporting, documentation, and compliance records.	
Lift Technician/Engineer 	2 years of experience as a Lift Technician - Candidate must possess at least a Professional Certificate/NITEC, Diploma, - Advanced/Higher/Graduate Diploma, Bachelor's Degree, Post Graduate Diploma, - Professional Degree, any field	- Conduct routine maintenance and inspections of lift and escalators systems to ensure they are in good working condition - Diagnose and repair any mechanical or electrical issues with the systems - Test all safety features and emergency systems to ensure they are working properly - Install, replace or upgrade various components and parts of lift and escalators systems such as control systems, motors, and cables - Keep accurate records of maintenance and repair work done on each system - Troubleshoot and identify the root cause of any issues with the systems and provide recommendations for solutions - Work with other professionals such as engineers to ensure compliance with regulations and safety standards	Working Hours: 5.5 days / week 9am to 6pm Employment Type: Full Time Job Type: Contract Location: 18 Howard Road, Singapore 369585
M&E Technician 	Min 2 years' experience in Facilities Maintenance or an Engineering	Perform servicing and maintenance (preventive, breakdown, and corrective) on Electrical, Aircon,	Working Hours: 5.5 days / week 9am to 6pm

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	Min NTC/ITE/NITEC/HIGHER NITEC/VOCATIONAL CERTIFICATE in Mechanical / Air-Con / Electrical / Building / Facility Management or maintenance.	- Mechanical and Building Systems. - Perform facility and building maintenance operations by troubleshooting and repairing mechanical and electrical systems. - Conduct regular checks on M&E systems to ensure smooth operation. - Record or inform the supervisor of any faults or issues during routine checks. - Attend defects and customer complaints promptly. - Respond efficiently to fault reports, client requests, or breakdowns. - Able to perform any ad hoc duties assigned	Employment Type: Full Time Job Type: Contract Location: 18 Howard Road, Singapore 369585
Property Executive 	- Facilities management experience with a minimum of 3 years in a similar role - Diploma or Degree in Facilities Management, Building, Engineering, or an equivalent field - Technical expertise in mechanical systems, engineering principles, and air-conditioning and mechanical ventilation (ACMV) systems - Proficiency in Microsoft applications for reporting and communication - Strong communication skills demonstrated through effective team leadership and stakeholder engagement	- Lead and coordinate a team of in-house technicians, including roster planning, to execute daily building M&E services effectively - Manage contractors responsible for soft services such as cleaning, pest control, landscaping, and security to ensure quality and compliance - Develop and implement preventive and corrective M&E maintenance plans to maintain smooth and efficient facility operations - Provide technical guidance and advice to the team to resolve site issues promptly and compile fault reports for escalation of major concerns to management - Oversee subcontractors performing fitting out and reinstatement works for A&A projects, ensuring compliance	Working Hours: 5.5 days / week 9am to 6pm Employment and Job Type: Full Time Location: 18 Howard Road, Singapore 369585

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		with authorities' and building regulations • Manage minor A&A works related to M&E and facility repair or replacement to maintain building functionality • Build and maintain strong relationships with team members, vendors, and key stakeholders through effective communication, collaboration, and engagement • Monitor and ensure fulfillment of Service Level Agreements (SLAs) and Key Performance Indicators (KPIs) for all managed services • Administer service and term contracts, including conducting cost comparisons and negotiating contract renewals or replacements for building M&E services	
Property/ Facility Executive (Senior / Junior) 	• Minimum Higher Nitec in Mechanical/ Electrical Engineering or Building Services and above. Diploma / Degree in any FM related qualifications. • Minimum 4 years of relevant working experience in the FM industry. • Good technical knowledge in building maintenance, M&E systems (Electrical , ACMV , Chiller, Fire Protection etc). • Good team player and effective communication skills.	• To supervise and coordinate facilities maintenance activities for preventive and corrective maintenance works. To manage the team of technicians and technical officers for smooth M&E work operations. • Liaise, supervise and coordinate with sub-contractors and vendors on projects, maintenance, repair, shut down and overhaul works. • Ensure maintenance or repair works are carried out timely and effectively. • To conduct regular inspections of the building premises, systems and any equipment. Assist in	• Working Hours: 5.5 days / week 9am to 6pm • Location: 18 Howard Road, Singapore 369585

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	Proficient Microsoft Office Application.	- preparing and submission of costing and quotations if required. - To attend and respond to users' requests and feedback on any fault issues and following up with resolution with the team. - Perform routine inspection on electrical facilities and services. - Attending work orders maintenance of the properties and maintains a proper maintenance checklist. - To assist the safety team with risk assessments in accordance to Workplace Safety and Health policies and practices.	
Receptionist	- Strong customer service skills with a professional and polished demeanor. - Confident communicator with the ability to interact effectively with stakeholders at all levels. - Excellent multitasking and organizational skills. Minimum N-Level qualification or higher. - At least 1 year of receptionist, front desk, customer service, courier coordination, or administrative experience. - Prior experience handling courier services, shipment coordination, or mailroom operations. - Proficient in Microsoft Office applications.	- Manage the reception desk and warmly welcome visitors, directing them appropriately. - Handle incoming and outgoing calls with professionalism and efficiency. - Maintain a clean, organized, and presentable reception area, including displays and reading materials. - Keep accurate records such as telephone logs, call registers, and client contact details. - Provide administrative support and assist with help desk-related duties. - Coordinate meeting and conference room bookings, including event arrangements (e.g., flowers, setup). - Manage pantry supplies and ensure stock levels are maintained. - Liaise with vendors and facilities teams to resolve	Working Hours: 5 days / week 8am-5pm/9am-6pm Employment and Job Type: Full Time Location: 18 Howard Road, Singapore 369585

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Able to communicate effectively with stakeholders from diverse backgrounds. • Well-organized, proactive, and able to work independently in a fast-paced environment. • Professional appearance and strong interpersonal skills. • Detail-oriented with a proactive, service-driven mindset. • Prior experience in reception, office administration, or facilities coordination is an advantage.	• maintenance issues and equipment faults. • Support overall office facilities management to ensure a safe and well-maintained workplace. • Assist in emergency preparedness activities, including fire drills and evacuation procedures. • Contribute to monthly reporting and continuous improvement of reception policies and procedures	
Senior Facilities Coordinator	• Minimum 2 years of relevant facilities management or workplace operations experience. • Diploma or relevant qualification in Facilities Management, Building Services, Engineering or related field preferred. • Good knowledge of building maintenance and facilities operations. • Strong coordination, communication and problem-solving skills. • Able to manage multiple vendors and tasks independently. • Proactive, organized and service oriented. • Good interpersonal skills with the ability to work with staff at all levels.	• Oversee daily facilities and workplace operations. • Coordinate preventive and corrective maintenance works. • Liaise with contractors, vendors and building management on maintenance and repair matters. • Attend to facilities-related requests, faults and service issues. • Monitor and follow up on work orders, maintenance schedules and outstanding defects. • Conduct regular inspections of office premises and common areas. • Ensure office facilities, equipment and amenities are properly maintained. • Manage vendor performance and ensure services are delivered according to requirements.	• Working Hours: 5 days / week • Employment Type: Full Time • Job Type: Contract

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	Candidates with experience managing corporate offices or commercial buildings will have an added advantage.	- Assist with office renovation, reinstatement and improvement projects when required. - Maintain proper documentation, reports and records for facilities activities. - Monitor inventory of office and facilities supplies. - Ensure workplace safety, cleanliness and compliance with relevant requirements. - Support emergency response and business continuity arrangements. - Handle ad-hoc facilities and administrative duties as assigned.	
Senior Facility Manager 	- Minimum 8- 10 years' experience in facilities management - Strong technical knowledge of M&E facilities maintenance / building systems, - maintenance procedures and regulatory requirements - Degree qualification in facilities management, engineering, building or any relevance	- Manage the daily operations and maintenance of assigned properties, ensuring all facilities and M&E systems and equipment are functioning effectively. - Oversee and manage the team of Engineers, Technical officers, specialists sub-contractors) in all the disciplines within the contractual work scope for smooth operations maintenance. - Oversee both Hard and Soft maintenance Facilities Services, ensure technical maintenance and operational support services to maintain building functionality and service quality. - Responsible for planning and implementing preventive maintenance program for all services and ensure proper contracts administration and management. Involve with	Working Hours: 5.5 days / week Shift Schedule Employment and Job Type: Full Time Location: 18 Howard Road, Singapore 369585

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- M&E services maintenance and oversee soft services contractors. - Ensure operational issues and emergencies are attended promptly and rectified with minimal inconvenience and disruption. - Monitor and track all maintenance works and their progress status. Monitoring of KPIs to - ensure compliance with performance framework. - Ensure compliance with safety and environmental regulations. - Any other ad-hoc assignments assigned by the Management.	
Technician (ACMV – Roving) 	- At least 1-2 years ACMV experience - Must possess Singapore Class 3 driving license - Comfortable with roving role (multiple locations) - Able to work independently	- Perform maintenance and servicing of ACMV systems across multiple banking sites - Conduct routine inspections and troubleshooting - Carry out preventive maintenance (PPM) - Respond to service requests and attend to breakdowns - Ensure all sites are maintained in good working condition	Working Hours: 5 days / week Location: 18 Howard Road, Singapore 369585
Workplace Ambassador	2-years' experience in Hospitality and/or Tourism sector or related professional area (Preferably experience in airlines and hotel industry). - Prior experience to manage meeting room services is an advantage. - Diploma from an accredited institute. - Proficiency with Microsoft Word, Excel	Site Operations - Conduct daily checks of Front-of-House areas (Working Café, meeting rooms, phone booths) to ensure spaces are clean, organized, and ready for use. - Maintain digital notice boards and support workplace communications. Assist with meeting room bookings and promote efficient space utilization. - Support workplace operations and special requests,	Working Hours: 5 days / week 8am to 5pm Employment and Job Type: Full Time Location: 18 Howard Road, Singapore 369585

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	and PowerPoint. Good command of verbal and written English. • Proactive mindset and ability to manage C-suite and VVIP personnel's. • Ability to meet tight schedules and deliver high quality of work. • High level of communication and interpersonal skills. • Good Grooming throughout the day to ensure professionalism.	including F&B arrangements for leadership and VIP guests. Customer Experience • Deliver excellent customer service and respond to inquiries, requests, and feedback. • Create a welcoming and positive workplace environment. • Host VIP and VVIP guests with high hospitality standards. Visitor & Concierge Services • Manage visitor registration and ensure compliance with Visitor Management Systems. Coordinate transportation requests, welcome packs, and F&B for meetings. Mail & Logistics • Receive, sort, and distribute incoming mail and parcels. Arrange courier services and manage outgoing deliveries. Event Support • Assist in planning and coordinating workplace events. Manage event registrations and ensure spaces are restored after events. Additional Duties • Support workplace initiatives and tasks assigned by the Community Lead.	

e2i Services

e2i Services

- Career Coaching & Job Matching
- SkillsFuture Advice

Meet an e2i Career Coach

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

<https://e2i.sg/cg-cp123?r=qr>



Discover our Services at a Centre Near You

📍 **e2i Career Centre (DNI)**
Devan Nair Institute for Employment and Employability
80 Jurong East St 21 Level 2
Singapore 609607

Operating Hours

Mondays: 2:30pm to 5pm
Tuesdays to Fridays: 9am to 5pm
Saturdays: 9am to 1pm
Sundays & Public Holidays: Closed

📍 **e2i Career Centre (OMB)**
One Marina Boulevard
1 Marina Boulevard #B1-03
Singapore 018989

📍 **e2i Career Centre (OTH)**
ServiceSG Centre
Our Tampines Hub
1 Tampines Walk #01-21
Singapore 528523

📍 Scan here for our other Jobs and Skills Centres around Singapore.



NTUC Job Security Council's Telegram Channels

Be alerted daily on the latest job vacancies from hiring companies. Subscribe to JSC Telegram channels today! If you don't have Telegram, get more info on how to download the app at <https://telegram.org/>

- 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.)
<https://bit.ly/jsc-ja-npmet>



Check out our e-Resources for Jobs & Skills

Explore this site to get this information:

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



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

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



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