e2i Built Environment & CPG Facilities Management Pte Ltd Recruitment Fair @AMK HUB

JOB LISTING BOOKLET

Date: 19 January 2027
Time: 10am to 4pm



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

About e2i (Employment and Employability Institute)

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

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1. CPG Facilities Management Pte Ltd

CPG Facilities Management delivers smart, sustainable solutions across the built environment, supported by CPG's strong heritage in shaping Singapore's infrastructure and iconic landmarks. Driven by sustainability, resilience and technology, we create and manage efficient, future-ready facilities. Join us and build your career across diverse projects and environments. We are seeking talents for roles including Technical Executive, Facilities Manager, Contracts Manager, and Project Manager to grow with our dynamic team and make an impact.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Building/Facilities/ Property Assistant Manager/Manager	**Job Description:** • Perform duties as an authorized representative of the Facilities Management Manager • (FMM). • Station on-site to oversee day-to-day planning, management and operations of facilities • management work and services. • Present during performance auditing and render assistance to facilitate the completion • of the performance auditing of the past inspection. • Responsible for the performance of the Facilities Management Manager Services of the • building(s) assigned and other related facilities management issues. • Supervise and lead the operations team in managing the overall operation, • Maintenance and upkeep of the property and facilities. • Manage building's facilities including but not limited to assets enhancement, supervision • of contractors, liaison with clients and facilities operation. • Attend to feedback and service requests from clients and liaise with contractors on all • maintenance matters. • Compile, collate and analyze operational data and reports for continuous improvement. • Any other ad-hoc duties as assigned by your supervisor. **Job Requirement:** • Bachelor Degree qualified preferably in a Building/Mechanical/ Electrical Engineering with a minimum of 3 years of relevant experience or Diploma preferably in a Building/Mechanical/ Electrical Engineering with a minimum of 5 years of relevant experience. • Experience with building maintenance works including water leakage and building defects. • Experience in integrated facilities management or commercial properties experience is preferred. • Good communication and stakeholder management skills. • Fire Safety Manager (FSM) certified, and hands-on experience will be preferred. • Must have experience in managerial role.	• 5 days • 8.30am-6pm (Mon to Thur) 8.30am-5.30pm(fri) • Full time/Contract • Location: 737663

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Contract Manager	**Job Description:** • To prepare project cost estimates and specifications for all Cyclical, Additions & Alterations and Improvement Works, etc, under the Contract. • To update and administer both pre- and post-contract administration works for all Cyclical, Additions & Alterations and Improvement Works, etc, under the Contract. • To monitor maintenance budget and prepare progress payments to ensure cash flow projections are met and payments are promptly made to the contractors and/or suppliers. • Any ad-hoc duties assigned by your supervisor. **Job Requirement:** • Diploma / Degree in Quantity Surveying / Estate Management / Building / recognised qualifications. • Minimum 5 years' experience in maintenance contracts. • Member of SISV / RICS / AIQS will be an advantage. • Knowledge with the usage of MS-Office (Word, Excel, Power Point), MS Projects. • Excellent interpersonal and communication skills.	• 5 days • 8.30am-6pm (Mon to Thur) 8.30am-5.30pm(fri) • Full time/Contract • Location: 737663
Facilities/Technical/ Property Executive cum Fire Safety Manager (FSM)	**Job Description:** • Supervise, plan and organize a team of on-site contractors in carrying out planned and ad-hoc maintenance works. • Investigate, check and analyze reported breakdowns & faults to determine their cause for the prevention of future occurrences. • Supervise upgrading projects, if required • Carry out regular inspection to the facilities and systems and ensure their functionality and reliability. • Ensure contractors carry out works in accordance with contract requirements, including evaluation of contractors' performance and review of contract specifications. • Communicate well in English (both spoken and written) and is expected to establish good working rapport with stakeholders. • Follow up with term contractors on defects rectification after servicing work. **Job Requirement:** • Minimum Diploma in Building maintenance/Facility/Mechanical/electrical/Real estate management/ Civil/ Structural with minimum 3 years in relevant working experience. • Preferred with working experience in government project. • Fire Safety Manager (FSM) certified, and hands-on experience will be preferred. • Having a Class 3 driving licenses will be an additional advantage.	• 5 days • 8.30am-6pm (Mon to Thur) 8.30am-5.30pm(fri) • Full time/Contract • Location: 737663

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Project Manager	**Job Description:** • You will assist to manage and prepare all Project Management for upgrading and improvement of infrastructure facilities, routine and cyclical projects. • You will be involved in the project conceptualizing stage, developing and facilitating action plan to ensure coherence in planning parameters for facilities, timely execution of planning/action, manage and work closely with panel of external consultants and contractors. • You will monitor and evaluate all on-going projects; ensure that all work in progress are in line with the proposed work schedule and budget. • You are involved in the preparation, evaluation and certification of progress claim / payment, finalization of contracts account with clients and contractors and ensuring due diligent and risk assessment in managing contractual and financial issues. • You will prepare and monitor job costing for on-going projects and periodically review / updating of tender document and schedule of rates. • Any ad-hoc duties assigned by your supervisor. **Job Requirement:** • Minimum Diploma/ Degree in Building/Project Management or its equivalent. • Minimum 5 years of relevant experience in project management; cyclical work such as Addition & Alteration, Repairs & Redecorations and fitting out works. • Good interpersonal and leadership qualities. • Strong command of English, both written and spoken. • Proficiency in MS Office. • Independent, resourceful and able to perform under pressure with minimum supervision. • A team player with good interpersonal and organization skills.	• 5 days • 8.30am-6pm (Mon to Thur) 8.30am-5.30pm(fri) • Full time/Contract • Location: 737663
Property Officer	**Job Description:** • Oversee works/services and ensure that services are delivered on time and according to Client's requirements. • Supervise and manage contractors on the scheduled maintenance of various functions and systems within the building premises. • Conduct routine inspections to ensure building installations and equipment are well-maintained. • Investigate and analyse breakdowns to prevent recurrence. • Supervise upgrading projects when required. • Handle feedback and service requests professionally. • Ensure compliance with guidelines, SOPs, and statutory requirements. • Any other ad-hoc duties assigned by your supervisor. **Job Requirement:** • Minimum NITEC in Building Services / Mechanical / Electrical Engineering or equivalent. • Minimum 2-3 years of relevant working experience.	• 5 days • 8.30am-6pm (Mon to Thur) 8.30am-5.30pm(fri) • Full time/Contract • Location: 737663

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Pro-active, independent, able to work with minimal supervision and perform under pressure. • Good communication and interpersonal skills. • Proficient in Microsoft Office. • Service orientated mindset.	
Technical Officer	**Job Description:** • Oversee works/services and ensure that services are delivered on time and according to Client's requirements. • Supervise and manage contractors on the scheduled maintenance of various functions and systems within the building premises. • Conduct routine inspections to ensure building installations and equipment are well-maintained. • Investigate and analyse breakdowns to prevent recurrence. • Supervise upgrading projects when required. • Handle feedback and service requests professionally. • Ensure compliance with guidelines, SOPs, and statutory requirements. • Any other ad-hoc duties assigned by your supervisor. **Job Requirement:** • Minimum NITEC in Building Services / Mechanical / Electrical Engineering or equivalent. • Minimum 2-3 years of relevant working experience. • Pro-active, independent, able to work with minimal supervision and perform under pressure. • Good communication and interpersonal skills. • Proficient in Microsoft Office. • Service orientated mindset. • Possess Company Emergency Response Team (CERT) will be preferred. • Able to start work immediately or within short notice. • Working schedules: 6-days, 44-hrs work week.	• 6 days • 2pm-9pm (Mon to Fri) • 8am-9pm (Sat or Sun) • Full time/Contract • Location: 737663

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2. e2i services

- Career Coaching & Job Matching
- Skills Future Advice

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

Meet an e2i Career Coach

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

https://e2i.com.sg/app

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

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

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

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

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

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

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NTUC Job Security Council's Telegram Channels

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

Subscribe to **PMET Job-Alert**
(e.g. Analysts, Engineers, Executives, Technicians etc)
https://bit.ly/jsc-ja-pmet

Subscribe to Non-**PMET Job-Alert**
(e.g. Temporary, Part-time jobs, Operators, Packer roles)
https://bit.ly/jsc-ja-nonpmet

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