

e2i Jobs & Skills Roadshow@ Heartland Malls

22 Aug 2024

JOB LISTING BOOKLET

[NTUC LHUB@Jurong Point: Advancer Global Facility]



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 Advancer Global Facility

Advancer Global Facility provides building management services to a diverse customer base, including residential, industrial and commercial properties, hospitals, hospitality and food and beverage industries. Our services include cleaning and stewarding, pest control, landscaping and aquascaping, property valuation/consultation and facility management.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Property Executive / Condominium Manager	<ul style="list-style-type: none"> Managing the daily operations of the property or assist the Property Manager in a site team. Manage all Sub-Contractors, supervise & coordinate Facility Management activities and ensure all works adhere to legal regulations. Preparation of monthly and incident reports pertaining to the site(s). Facilitate incident investigation whenever necessary. Ensure smooth operations on site(s) Manage ad-hoc project(s) 	<ul style="list-style-type: none"> Managing the daily operations of the property or assist the Property Manager in a site team. Manage all Sub-Contractors, supervise & coordinate Facility Management activities and ensure all works adhere to legal regulations. Preparation of monthly and incident reports pertaining to the site(s). Facilitate incident investigation whenever necessary. Ensure smooth operations on site(s) Manage ad-hoc project(s) 	<ul style="list-style-type: none"> 44 hours/ Jurong East
Complex Manager	<ul style="list-style-type: none"> Oversee and ensure that property is effectively managed and well maintained. Lead, supervise, plan and co-ordinate site staff, service providers and contractors in providing maintenance function and smooth operation of the estate / building. Review of contracts, agreements and insurance before expiry and recommend renewal 	<ul style="list-style-type: none"> Oversee and ensure that property is effectively managed and well maintained. Lead, supervise, plan and co-ordinate site staff, service providers and contractors in providing maintenance function and smooth operation of the estate / building. Review of contracts, agreements and insurance before expiry and recommend renewal or call for quotation or tender. 	<ul style="list-style-type: none"> 44 hours/ Jurong East

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

#2 e2i services

e2i Services

- Career Coaching & Job Matching
- SkillsFuture Advice

NTUC Job Security Council's Telegram Channels

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

- Subscribe to **PMET Jobs-Alert**
(e.g. Analysts, Engineers, Executives, Technicians, etc)
<https://bit.ly/jsc-ja-pmet>
- Subscribe to **Non-PMET Jobs-Alert**
(e.g. Temporary, part-time jobs, operators, packer roles)
<https://bit.ly/jsc-ja-nonpmet>



Check out our e-Resources for Jobs & Skills

Explore this site to get this information:

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

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



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



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



Concerned about your Job Security in this period?

In this critical period, we wish to help all workers to tighten their job security. We have compiled a list of resources for you to widen your search, sharpen your skills, and receive funding support.

Meet an e2i Career Coach

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

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



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

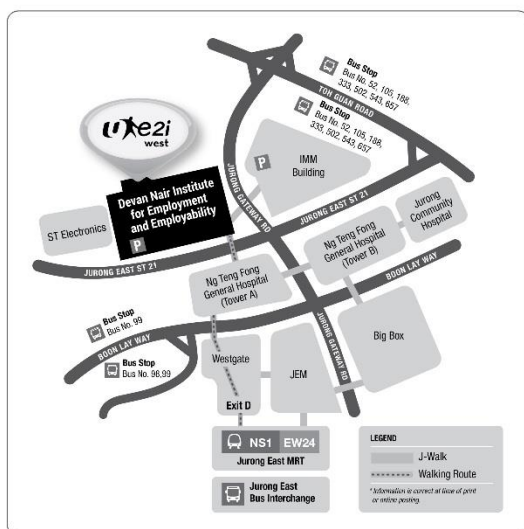


e2i west

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



Find us at these other locations.



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

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