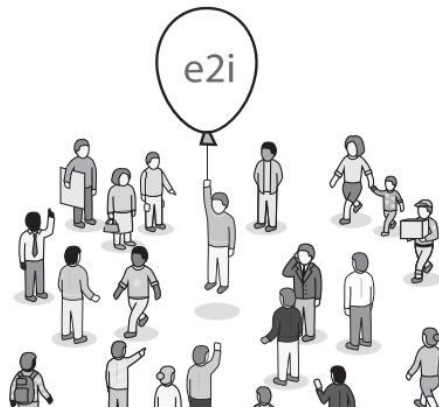


e2i Built Environment & C&W Services (S) Pte Ltd Job Fair @ Boon Keng MRT

JOB LISTING BOOKLET

Date: 18 August 2025 (Monday)
Time: 10am to 4pm

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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

C&W Services Singapore is the facilities and engineering arm of Cushman & Wakefield, offering facilities management, engineering solutions, energy management strategies as well as innovative facilities management technology to a diverse portfolio of clients such as building owners, occupiers, government bodies and corporate real estate companies. C&W Services is also the first Facilities Management firm in Singapore to earn the WELL v2 certification at the Gold level and has been celebrated as a Great Place to Work.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Cleaner	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Cleaning, stocking and supplying designated facility areas (dusting, sweeping, vacuuming, mopping, cleaning ceiling vents, restroom cleaning and etc.). Performing and documenting routine inspection and maintenance activities. Carry out heavy cleaning tasks whenever required. Cooperate with rest of the staff. Follow all health and safety regulations. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> Possess prior cleaning experiences. 	<ul style="list-style-type: none"> 5 days / week 7pm to 4pm Full time/Contract Location: 469001
Part Time Cleaner	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Cleaning, stocking and supplying designated facility areas (dusting, sweeping, vacuuming, mopping, cleaning ceiling vents, restroom cleaning and etc.). Performing and documenting routine inspection and maintenance activities. Carry out heavy cleaning tasks whenever required. Cooperate with rest of the staff. Follow all health and safety regulations. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> Possess prior cleaning experiences. 	<ul style="list-style-type: none"> 2 or 2.5 days / week 7 - 11am / 8 - 12pm Part time/Contract Location: 469001
Cleaning Supervisor	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Adhere strictly to cleaning schedules and complete tasks within stipulated time. Minimize wastage and ensure efficient usage of cleaning consumables. Support HQ's direction in increasing manpower productivity and minimizing costs. Adhere strictly to cleaning SOPs and time schedules. Improve personal work competency and meet company stipulated cleaning benchmarks. Communicate with immediate supervisor on challenges faced. Attend and pass all required training modules. Comply strictly with all company stipulated safety procedures and protocols. Report on all unsafe work conditions and defects promptly. Ensure that all feedback given by customers are relayed to immediate supervisor. To maintain professional conduct with customers at all times Ensure adhoc instructions by supervisors are promptly attend to at all times. <p><u>Job Requirement</u></p> <ul style="list-style-type: none"> Possess prior cleaning experiences. Minimum 2 years of working experience. 	<ul style="list-style-type: none"> 5 days / week 7:00 to 4:30pm (Mon-Thur) 7:00 to 4:00pm(Fri) Full time/Contract Location: 469001

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Property Executive (Institutional)	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Assist the Building Manager in the daily operations. 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). Ensure smooth operations on site(s). Manage ad-hoc project(s). Facilitate incident investigation whenever necessary. <p><u>Job Requirement</u></p> <ul style="list-style-type: none"> Degree / Diploma in Building Services / Facilities Maintenance or Mechanical / Electrical Engineering or equivalent. 2 to 3 years relevant experience in property / estate / facilities management or building / facilities maintenance. Knowledge in building works and facilities management. Possess good communication skills in liaising with both internal and external stakeholders. 	<ul style="list-style-type: none"> 5 days / week 8:30am to 5:30pm Full time/Contract Location: 469001
Property Executive (Industrial)	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Ensure the day-to-day operations of the facility(s) or campus, including janitorial, life-safety, engineering, site services, and general maintenance are implemented and carried out in a manner consistent with C&W policies and client directives. Ensure all contracts are reviewed on a regular basis and are bid out as required and confirm invoices match contract pricing. Supervise all maintenance programs relating to the interior and exterior conditions and appearance of the properties. Under the direction of the Facility Manager, respond promptly to requests for building maintenance, repairs, cleaning needs, etc. from building occupants and for the implementation of ongoing contract programs to address and resolve needs and problems. Compile information necessary to ensure all site-specific documentation and reports are completed accurately and on time, including (and as applicable): Property Information Book, Site Operating Manual, Emergency Procedures Manual, IIPP Manual, Local Code Compliance Log, ADA Compliance Log, OSHA Log, Safety Meeting Log, Elevator Logs, Janitorial Log, Purchase Order Log, Vendor Certificates of Insurance, As-built Drawings, IIPP Manual, Paid Invoices File, General Files, Contract Files, Annual Property Conditions and Year- end Performance Report and other reports and documentation as required. Prepares budgets, financial reports (monthly and quarterly), contracts, expenditures and purchase orders related to the facility(s) or complex as directed. Assist in providing information and reports necessary for the development of capital budgets for the facility. This includes contributions towards a five-year plan of maintenance, facility improvement, and cost reduction initiatives. 	<ul style="list-style-type: none"> 5.5 days / week 8:30 to 5:30pm (Mon-Fri) (1 hour Meal Break) 8:30 to 1pm (Sat) Full time/Permanent Location: 629637

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Collect, analyze and prepare reports of such statistical data as may be required to provide accurate and current assessment of facility management objectives. Expected to be thoroughly familiar with the management contract, vendor agreements, and other building/facility contracts and all requirements contained therein. Monitor and ensure that tenants and vendors comply with insurance requirements and coordinate all claims as required. Proactively inspect the facility, systems, rooms, common areas, etc. and report back any findings or issues to the Facility Manager. <p>Job Requirement</p> <ul style="list-style-type: none"> Min Diploma with 3 years relevant experience in facilities management i commercial or industrial real estate Good communication skills, both written and spoken Team player, able to work independently with minimal supervision. 	
Building Technician	<p>Job Description:</p> <ul style="list-style-type: none"> Provide front line engineering support for M&E and building services. Attend to breakdowns, servicing, repairing and emergency requests. Manage fire command center system like BMS, Fire Alarm and ACMV system etc. Good hand on skill for corrective work action for M&E system. Ensure work is done properly and sign off service report with name and date. <p>Job Requirement</p> <ul style="list-style-type: none"> NITEC or Diploma in Facilities Management / Mechanical Engineering / Electrical Engineering / Building Services or equivalent. Minimum 2 years of relevant facility management experience or equivalent. 	<ul style="list-style-type: none"> 5.5 days / week 9am to 5pm (Mon-Fri) 9am to 12pm (Sat) Full time/Contract Location: 469001
Quantity Surveyor (A&A Work)	<p>Job Description:</p> <ul style="list-style-type: none"> Cost Estimation and Budgeting: Prepare cost estimates, financial projections, and budget controls for contractors' contracts, ensuring proper checks and endorsements for all costing and payments. Contract Management and Payment Processing: Oversee the administration of term contracts, evaluate claims, carry out joint measurements, and recommend payment claims based on contract terms and rates. Tender and Contract Documentation: Prepare, evaluate, and award tenders for specialist systems and services, including the preparation of tender documents, specifications, and contract documentation. Invoice and Claim Verification: Review and verify contractors' invoices and claims, ensuring they align with Purchase Orders, Works Orders, or endorsed quotations before submission for payment. Risk and Compliance Management: Monitor performance bonds, guarantees, and insurances, and ensure compliance 	<ul style="list-style-type: none"> 5 days / week 8:30am to 5:30pm (1 hour Meal Break) Full time/Permanent Location: 469001

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	<p>with contract terms, including verifying “star-rate” items and guarantees.</p> <p><u>Job Requirement</u></p> <ul style="list-style-type: none"> • Possess relevant tertiary Quantity Surveying and building related diploma/degree. • 3 years of relevant experience in Quantity Surveying. • Able to work in a fast-paced environment. 	
Contract Manager	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Prepare cost estimation, endorse, and ensure all costing by any contractor is properly checked and endorsed. • Prepare and report financial projections and carry out budgetary and expenditure control of Contractors’ contract prior to commencement of each financial year arising from maintenance charges and other charges to provide appropriate contingencies. • Prepare and recommend monthly or progress payment claims, and final account submitted by the term contractors’ and to ensure timely and complete submissions to the Authority for payment including all substantiations in accordance to the conditions of contract of the respective term contractors’ contract. • Evaluate and carry out joint measurements with Contractors on their claims for the Purchase Order/ Works Order (including Bills of Items of Work) and endorse that they are prepared and computed correctly in accordance with the maintenance term contracts, Contract Price and Option Price. • Assess and recommend claims submitted by term contractors to ensure that the claims submitted are in accordance to the contract provisions and rates used are in accordance to the Schedule of Rates or Fixed Schedule of Rates. • Administer the term contract works to be carried out by Contractors, including advising the Authority on Contractors’ claims and verifying ‘star-rate’ quotations on behalf of the Authority; check, vet and recommend the ‘star-rate items’ submitted by the Contractors, before the start of works, are reasonable and in accordance with fair market prices for the Authority’s acceptance; collate all statistical returns, vet guarantees and warranties; finalise the Purchase Order/ Works Order amount, etc; • Check, verify and confirm Contractors’ invoices to ensure that the invoices are tally with Purchase Order/ Works Order/ Endorsed Quotation, where applicable. • Compile all payment claims, interim certificates, Purchase Order/ Works Order (including Bills of Items of works) and invoices and ensure timely submission to the Authority for payment. • Review and prepare specifications, evaluate, and recommend tender submissions and carry out contract documentation as described in the Requirement Specifications. There are demand aggregated contracts for specialist systems and common services across PA and all districts. 	<ul style="list-style-type: none"> • 5.5 days / week • 8:30 to 5:30pm (Mon-Fri) (1 hour Meal Beak) • 8:30 to 1pm (Sat) • Full time/Permanent <p>Location: 469001</p>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> As such, the Managing Agent awarded shall be responsible to prepare tender documents, evaluate and award the tenders for this demand aggregated specialist systems and common services. Prepare the tender documents, evaluate and award the tenders for demand aggregated specialist contracts within a single Community Centre/Club/Building but cuts across all districts, even if the specialist systems are located in other districts. Evaluate, verify and recommend that "star rate items" submitted by Contractors, before the start of works, are reasonable and in accordance with fair market prices for the Authority's acceptance. To collate all statistical returns, vet guarantees and warranties; finalise Purchase Order/Works Order amount, etc. Prepare and recommend final payment to work done by term Contractors. Obtain and monitor the Performance Bonds, Bankers Guarantees and any other forms of insurances. Draft and prepare any form of period and non-period contract which is required by the Authority to carry out works related to Community Centre/Club/Building or other PA properties facilities for the Community Centre/Club/Building or other PA properties to call tender/quotation. Prepare quotation/tender documents including mechanical and electrical, civil, and structural, and any other specialist system for the term contracts. <p>Job Requirement</p> <ul style="list-style-type: none"> Possess relevant tertiary related diploma/degree. 5 years of relevant experience. Able to work in a fast-paced environment. 	
Assistant Engineer	<p>Job Description:</p> <ul style="list-style-type: none"> Mechanical & Electrical (M&E). Assist the Facility Engineer in the management and maintenance of the M&E facilities in MOE Building. Oversee functions and activities of day-to-day M&E systems and prepare a systematic approach to repair, maintenance and improvement work to MOE Building. Ensure that all work is carried out and completed in compliance with contracts. Maintain good housekeeping and implement safety practices at sites. Audio-Visual (AV). Set up and manage AV equipment for event spaces. Test equipment to ensure proper connection and strong signal. Operate AV systems during events, ensuring optimal performance. Troubleshoot and resolve any technical issues that arise during events. Clean, repair, and maintain AV equipment. 	<ul style="list-style-type: none"> 5.25 days / week 8am to 5pm or 9am to 6pm (Mon-Fri) (Staggered hours) (1 hour Meal Break) 8am to 1pm (Alt Sat) Full time/Contract Location: 469001

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	<u>Job Requirement</u> <ul style="list-style-type: none"> • Diploma in Electrical, Mechanical Engineering or equivalent. • Proficiency in building services, M&E operations and AV equipment setup. 	
Project Executive (A&A Work)	<u>Job Description:</u> <ul style="list-style-type: none"> • Manage all facets of project management including budget, schedule, procurement, quality & risk for projects including planning, design, construction, occupancy and close out. • Deal directly with clients to define project requirements then preparing scope of work, project delivery resource requirements, cost estimate & budget, cash flow, work plan schedule & milestones, quality control and risk identification. • Lead project delivery resources/team providing project guidance and direction to achieve project goals. <u>Job Requirement</u> <ul style="list-style-type: none"> • Degree / Diploma / Project Management or equivalent. • 2 to 3 years relevant experience in property / estate / Project Management. • Knowledge in project management in the facilities industry. • Possess good communication skills in liaising with both internal and external stakeholders. 	<ul style="list-style-type: none"> • 5 days / week • 8:30am to 5:30pm (1 hour Meal Break) • Full time/Contract • Location: 469001

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>

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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