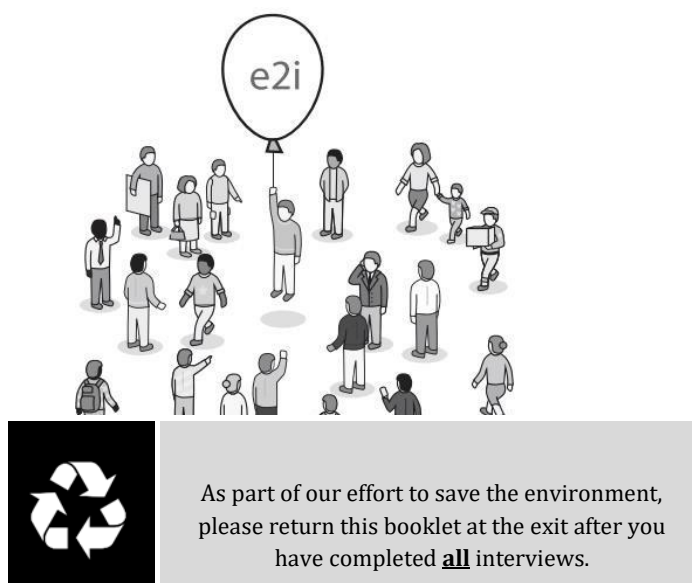


e2i Built Environment Job Fair @Yew Tee Community Club

JOB LISTING BOOKLET

Date: 29th & 30th August (Thursday & Friday)
Time: 11am - 7pm



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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#1 800 Super Waste Management Pte Ltd

800 Super is an established homegrown environmental services provider for the public and private sectors in Singapore. With a broad range of environmental services such as waste management and waste treatment, cleaning and conservancy and horticultural services. 800 Super is a front-runner in the waste management business.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Operation Executive	<p>Job Description:</p> <ul style="list-style-type: none"> Oversee daily operations, manages team of cleaning staff. Handle HR matters. Manage client servicing. Manage report submissions. <p>Job Requirement:</p> <ul style="list-style-type: none"> Minimum 2 Years Experience in Industry. Possess strong communications and interpersonal skills. With Class 3 driving licence. IT savvy. 	<ul style="list-style-type: none"> 6 days work 8am - 5pm Full time/ Permanent Location - 758056
Resident Manager	<p>Job Description:</p> <ul style="list-style-type: none"> Oversee daily operations on site, manages team of cleaning staff. Handle any HR matters. Recruitment/Attendance. Manage client servicing & coordination. Manage project budgetary. <p>Job Requirement:</p> <ul style="list-style-type: none"> Minimum 5 Years Experience in Industry. Computer Literate. Excellent Team Player & People Management. Strong interpersonal skills to interact with internal/external counterparts. 	<ul style="list-style-type: none"> 6 days work 8am - 5pm Full time/ Permanent Location - 758056
Supervisor	<p>Job Description:</p> <ul style="list-style-type: none"> Oversee daily operations on site, manage daily manpower deployment. Handle workers' attendance/wellbeing. Coordinate and liaise with internal/external parties at worksite. Work closely with superior. <p>Job Requirement:</p> <ul style="list-style-type: none"> At least attended 2 WSQ Supervisor Course. With relevant working experience in the cleaning industry. Possess good leadership and management skills. IT Savvy. 	<ul style="list-style-type: none"> 5.5 days work 44 hours 7am - 4pm (Mon-Fri) 7am - 11am (Sat) Full time/ Contract Location - 758056
Float Team Leader	<p>Job Description:</p> <ul style="list-style-type: none"> Oversee day-to-day cleaning operations. Provide appropriate guidance and training for cleaning staff. Check work done by cleaners. Demonstrate understanding of cleaning methods and processes. <p>Job Requirement:</p> <ul style="list-style-type: none"> Familiar with industrial cleaning operations. Able to operate cleaning machinery. Able to travel to various sites for support. Stand in to lead cleaning team whenever necessary. 	<ul style="list-style-type: none"> 5.5 days work 7am - 4pm (Mon-Fri) 7am - 12pm (Sat) Full time/ Contract Location - 758056

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Floater	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> To operate on cleaning machinery/equipment. Performing periodic cleaning. Assist in logistic works. All-rounder to cover all areas of cleaning. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> Willing to learn. Positive Attitude and Versatile. IT Savvy. 	<ul style="list-style-type: none"> 5.5 days work 44 hours/ per week Full time/ Contract Location - 758056
Gardener	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Weeding & Soil Loosening. Pruning/Trimming shrubs & apply fertilizer. Watering & removing dry leaves from planting bed. Replacement plant of dead shrubs. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> Able to withstand working outdoor environment. Don on company long sleeves, long pants and safety footwear during working hours. Strong & Able-Bodied and able to squat down. Able to carry handheld blower, hedge trimmer. 	<ul style="list-style-type: none"> 5.5 days 8am - 5pm (Mon-Fri) 8am - 12pm (Sat) Full time/ Contract Location - 758056
Mechanical Sweeper Driver	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> To operate mechanical sweeper. To complete all routes assigned. Daily maintenance checks. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> Require Class 4 license. Night Shift. 	<ul style="list-style-type: none"> 5.5 days work 8pm – 5am (Mon-Fri) 8am – 12am (Sat) Full time/ Contract
Class 4 Truck Driver	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> To drive waste collection vehicle. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> Class 4 Driving License. 	<ul style="list-style-type: none"> 5.5 days 7am - 4pm (Mon-Fri) 7am – 11am (Sat) Full time/ Permanent Location – 758056
Cleaner	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> To perform outdoor cleaning works. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> AM Shift. 	<ul style="list-style-type: none"> 5.5 days work 7:30am – 4:30pm (Mon-Fri) 7:30am – 11:30am (Sat) Full time/ Contract Location – 758056
Cleaners	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Perform various cleaning actions such as dusting, sweeping, vacuuming, mopping, cleaning ceiling vents, restroom cleaning, outdoor cleaning. Attend Cleaning Trainings. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> Willing to learn. Positive Attitude and Versatile. IT Savvy. 	<ul style="list-style-type: none"> 5.5 days work 44 hours work week 7am - 4pm (Mon-Fri) 7am – 12pm (Sat) Full time/ Contract Location - 758056

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Vehicle Attendant	<p><u>Job Description:</u></p> <ul style="list-style-type: none">• To provide waste collection services. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none">• Physically fit for outdoor work.	<ul style="list-style-type: none">• 5.5 days work• 7am - 4pm (Mon-Fri)• 7am - 12pm (Sat)• Full time/ Permanent• Location – 758056

#2 ATL MAINETNANCE PTE LTD

One-stop service provider for environmental services which includes cleaning, housekeeping, pest control, external façade cleaning, landscaping and waste management.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Cleaner	<p>Job Description:</p> <ul style="list-style-type: none"> Perform cleaning tasks according to project requirements. <p>Job Requirement:</p> <ul style="list-style-type: none"> Physically abled, experience is an added advantage. 	<ul style="list-style-type: none"> 44 hours/ per week Full time/Permanent Location - Various
Team Leader	<p>Job Description:</p> <ul style="list-style-type: none"> On-site management of cleaners, inventory and foster good relations with clients. Walk though inspection and react to client ad hoc request. <p>Job Requirement:</p> <ul style="list-style-type: none"> Good communication skills, independent & initiative. 	<ul style="list-style-type: none"> 44 hours/ per week Full time/Permanent Location - Various
Supervisor	<p>Job Description:</p> <ul style="list-style-type: none"> On-site management of cleaners, inventory and foster good relations with clients. Walk though inspection and react to client ad hoc request. <p>Job Requirement:</p> <ul style="list-style-type: none"> Supervisor experience is an advantage, attained EVS level 3 certificate, hands on support. 	<ul style="list-style-type: none"> 44 hours/ per week Full time/Permanent
Operations Executive	<p>Job Description:</p> <ul style="list-style-type: none"> Manage operations, personnel, and maintain rapport with clients. On-site recruitment and operational administrative matters. <p>Job Requirement:</p> <ul style="list-style-type: none"> Past industry working experience an added advantage. 	<ul style="list-style-type: none"> 44 hours/ per week Full time/Permanent
Administrative Support	<p>Job Description:</p> <ul style="list-style-type: none"> Support for operations and liaison with clients for work arrangements. Administrative duties include reporting and documentation. <p>Job Requirement:</p> <ul style="list-style-type: none"> Diploma, no experience are welcome, proficient in MS Office applications. 	<ul style="list-style-type: none"> 42.5 hours/ per week Full time/Permanent

#3 Chye Thiam Maintenance Pte Ltd

CTM was founded in 1979 and has grown to be one of Singapore biggest environment and building maintenance companies. Since the conception of the company, our commitment is always to care for the environment that contributes in creating better life. We are honoured to have collaborated with many valuable clientele, including Changi Airport Group, SATS, OCBC, NEA, SMRT, Resort Worlds Sentosa, and many more. We strive to build partnership in delivering the right solution for their needs. Through combination of dedicated people, progressive equipment, we deliver performance to preserve our environment.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Environmental Service Specialist (Part-time)	<p>Job Description:</p> <ul style="list-style-type: none"> General Cleaning and operating of various types of ES machinery and equipment. <p>Job Requirement:</p> <ul style="list-style-type: none"> Completion of 6 WSQ Module by the Company + 1 Confidence Certificate by LHUB. 	<ul style="list-style-type: none"> 3 days work Min 16 Hours per week Location - Various
Environmental Service Specialist (Full time)	<p>Job Description:</p> <ul style="list-style-type: none"> To operate various types of ES machinery and equipment to ensure the project sites environmental services are carried out as per customers' requirements. Review and propose continuous improvement initiatives to improve time, cost & quality management through analysis of ES data. <p>Job Requirement:</p> <ul style="list-style-type: none"> Completion of 6 WSQ Module by the Company + 1 Confidence Certificate by LHUB. 	<ul style="list-style-type: none"> 5.5 days work 44 hours per week Full-time/ Permanent Location - Various
Supervisor	<p>Job Description:</p> <ul style="list-style-type: none"> To manage assigned team(s) of Cleaners to maintain cleanliness of assigned area. <p>Job Requirement:</p> <ul style="list-style-type: none"> Able to lead and supervise, possess WSQ Supervise Service Operations an advantage. 	<ul style="list-style-type: none"> 6 days work 0800-1700 1700-2200 0700-1500 1500-2100 2300-0700 Full-time/ Permanent Location - 528530
Indoor Cleaner	<p>Job Description:</p> <ul style="list-style-type: none"> General Cleaning. <p>Job Requirement:</p> <ul style="list-style-type: none"> Able to work on shift. 	<ul style="list-style-type: none"> 6 days work 0800-1700 0800-1200 Full-time/ Permanent Location – 528530
Street/ Estate Cleaner (Central Area)	<p>Job Description:</p> <ul style="list-style-type: none"> Perform general cleaning of your assigned areas, adhere to safety regulations as stipulated by the Company and perform duties as assigned by supervisor. <p>Job Requirement:</p> <ul style="list-style-type: none"> General Cleaning and able to withstand adverse weather conditions. 	<ul style="list-style-type: none"> 6 days work <ul style="list-style-type: none"> 0700-1700 Full-time/ Permanent Location - 528530

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Night Shift Outdoor Cleaner	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Perform general cleaning of your assigned areas, adhere to safety regulations as stipulated by the Company and perform duties as assigned by supervisor. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> General Cleaning and able to withstand adverse weather conditions. 	<ul style="list-style-type: none"> 6 days work 2200-0600 Full-time/ Permanent Location - 528530
Multi Skilled Cleaner cum Machine Operator	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Manage high-jet pressure flooring and using scrubbing machine. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> Able to operate machinery. 	<ul style="list-style-type: none"> 6 days work 0700-1500 Full-time/ Permanent Location - 528530
Food Handler	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Heat and top up food, display can drinks/beer at the chillers. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> F&B knowledge. 	<ul style="list-style-type: none"> 6 days work 0700-1500, 1500-2100, 2300-0700 Full-time/ Permanent Location - East Region
Table-Top Cleaner (Full & Part Time)	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Collect & Wash Plates, arrange all the dishes/glasses/cutleries keep at the buffet area. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> Positive attitude & able to work night shift. 	<ul style="list-style-type: none"> 6 days work 0800-1500, 1600-0000, 1700-2100, 1500-2300, 0700-1500 Full-time / Part-time Location - Northeast Region

#4 Cleaning Monkeys Pte. Ltd.

Join our exceptional cleaning company dedicated to creating a caring and well-paid workforce. With comprehensive insurance coverage and a commitment to fostering a healthy work environment, we prioritize the well-being of our employees. As advocates for continuous growth, we proudly sponsor courses to enhance skills and career development. Experience the difference of working with a team that values your contributions and prioritizes your safety and success. Join us in creating cleaner spaces and brighter futures.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Lab Attendant	<p>Job Description:</p> <ul style="list-style-type: none">• Maintaining Lab Office <p>Job Requirement:</p> <ul style="list-style-type: none">• Possess positive attitude and dedication to work.	<ul style="list-style-type: none">• 5.5 days work• 9am to 5:30pm• Full-time/ Permanent

#5 ISS Facility Services Ptd Ltd

ISS, a leading workplace experience and facility management company which provides placemaking solutions that contributes to better business performance and makes life easier, more productive and enjoyable – delivered to high standards by people who care.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Cleaning crew	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • General cleaning with or without toilet cleaning. • Sanitizing and clearing of rubbish. • Cleaning of compound. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • May be required to work on shifts, weekends & PH. 	<ul style="list-style-type: none"> • 6 days work • 44 Hours • Full time/Permanent • Location: 098633
Cleaning Supervisor	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Conduct daily inspections and take immediate corrective measures to improve below standard performance. • Provide adequate training and coach staff to meet the required contractual standards. • Perform cleaning duties in assigned areas and cover manpower whenever required (e.g. staff on leave/MC/absent). • Manage team and does task assigned by Manager. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Min. GCE "O" Level & Above. • At least 2-3 years of relevant experience in a related industry will be an added advantage. • Good organisational skills and meticulous with details. • Team player with high degree of initiative and able to work independently. • Good interpersonal with the ability to communicate well at all levels. 	<ul style="list-style-type: none"> • 6 days work • 44 Hours (Shifts) • Full time/Permanent • Location: 098633
Patient Transfer Porter	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Perform portering services for patients to and from the wards/ specialist clinics/ departments/ external centers in a safe and professional manner. • Deliver and collect medical/patient records, specimens, medications, or any other items within a hospital environment. • Comply with quality service, safety and health requirements of ISS and customers. • Build strong relationships with stakeholders and anticipate their needs. • Implement productivity related initiatives. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Minimum "O" Levels / ITE Cert • Day and Night shift available. • Basic IT knowledge is required to handle e-system, computer, smartphones. • Able to handle difficult customers. • Candidates who have prior similar experience will be considered for the Senior Patient Transfer Porter role. 	<ul style="list-style-type: none"> • 5 days 6 days work • 44 Hours • Full time/Permanent • Location: 098633

#6 LS2 Services Ptd Ltd

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Cleaners	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Perform cleaning in the premises as directed by Senior Supervisor/Supervisor/ARM. • Maintain cleanliness of assigned areas. • Ensure safety measures are adhered to during operation. • Update job and log card record entries. • Handle tools and equipment • Prepare the appropriate tools and equipment for cleaning. • Ensure the appropriate tools and equipment are adequate and in working condition. • Ensure tools and equipment are replenished, reinstated, and maintained. • Handle incidents. • Respond to incidents and emergencies as directed. • Report operational abnormalities to the appropriate person. • Empty waste bins. • Sweep and vacuum floor or carpets of assigned area. • Wash and maintain the cleanliness of bathrooms and toilets. • Wipe tabletops, shelves, and partitions of assigned areas. • Any other duties as assigned. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Immediate hire. • Seniors are welcome. 	<ul style="list-style-type: none"> • 5 5.5 6 days work • 7am to 3pm 8am to 5pm 9am to 6pm • Full time/Part time • Location- Various
Cleaning Supervisor	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Supervise multiple teams of cleaners in multiple cleaning projects. • Train cleaners and team leaders on service standards and provide help and guidance when necessary. • Assist in planning work schedules and deployment of manpower. • Monitor and follow up on compliance with cleaning procedures, workplace safety and tender specifications. • Implement operation plans to improve work processes and service quality. • Interact and handle complaints and feedback and build relationships with customers. • Check cleaning equipment condition. • Monitor cleaning material stock level and re-order materials when needed. • Solve operational problems and make decisions. • Submit daily cleaning report. • Facilitate effective communication and engagement at the workplace. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Experience needed. • Immediate hire. 	<ul style="list-style-type: none"> • 6 days work • Flexible working hours • Full time/ Permanent • Location - Various

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
HR Executive	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Typing of Letter of Appointment and other personnel letters for assigned projects/divisions. • Updating of employee data in the system. • Maintaining electronic personnel files to ensure employment contracts and related documents are in place. • Handling bi-monthly payroll for assigned projects/divisions. • Prepare payroll costing for assigned projects/divisions. • Collecting, opening and disseminating of mails. • Source and arrange for adhoc training courses. • Application of training grants. • Updating of Training Plan and collating of training evaluation forms for ISO 9000 certification. • Provide support for answering incoming phone calls and enquiries. • Collect, sort and distribute incoming mail and post outgoing mail. • Any adhoc HR duties as assigned. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Diploma in Human Resource Management, Administrative or similar. • Minimum 2 years of experience in related functions. • Good communication skills (written and oral) Pro-active manner, willing to offer new suggestions and share. • Knowledge of Foreign Manpower Act. • Familiar with work pass regulations. • Proficient in Microsoft Office/Excel with an eye for details. 	<ul style="list-style-type: none"> • 5 days work • 8am – 5pm • Full time/ Permanent • Location - 658064
Accounts Payable Assistant Account	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Handle invoice matching task; receive, review, and verify all invoices and ensure its accuracy and supported with relevant documents before posting to accounting system. • Ensure all documents are properly filed and scan to document management system. • Perform monthly vendors' reconciliation. • Liaise with vendor to resolve all discrepancies in relation to billing. • Prepare payment and submit to superior on time. • Any ad-hoc assignments. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • With a relevant accounting qualification. • Minimum 1 year of experience in a similar capacity. • Proactive, good team player, mature and able to work independently. • Possess adequate skills in Microsoft applications such as Excel and Word. • Able to meet a tight deadline. 	<ul style="list-style-type: none"> • 5 days work • 8am – 5pm • Full time/ Permanent • Location - 658064

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Operation Executive	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Coordinate with Operations and Client to ensure quality service delivery. • Maintain stock and inventory. • Implement maintenance schedules for tools and equipment. • Facilitate effective work processes. • Assist in resolving existing contract conflicts. • Support Operations team to perform administrative duties include data entry, prepare report, maintaining and compiling records and org chart etc. • Assist in arranging workers' accommodation and liaising with agent. • Monitoring & updating attendance of employees' records and maintaining a proper filing system. • Office administrative duties including courier, provide clerical support on daily operation, including filing, scanning, photocopying, etc. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Min 2 year in Operations / Clerical Administrative. • Good knowledge of Microsoft Word, Excel and PowerPoint. • Able to multi-task and have initiative to respond to various situations. • Class 3 License. 	<ul style="list-style-type: none"> • 5.5 days work • 8am – 5pm • Full time/ Permanent • Location - 658064

#7 Rentokil Initial Singapore

Rentokil, the experts in pest control, have stood for effective control ever since we were founded in 1964 in Singapore and 1927 in the UK. Rentokil, Singapore's leading pest management specialist is dedicated to taking care of our residential, commercial and industrial customers' pest control needs. With more than 50 years of local brand establishment and global prominence in more than 60 countries, Rentokil is committed to ensuring adequate protection for your business and family through a series of innovative solutions that are safe, effective and responsive.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Pest Control Technician	<p>Job Description:</p> <ul style="list-style-type: none"> Perform thorough inspections of properties to identify pest infestations. Apply appropriate pest control methods, including the use of chemicals and traps Safely handle and apply pesticides according to established procedures. Educate clients on effective pest prevention techniques and sanitation practices Document all services provided and maintain accurate records. Respond promptly and professionally to client inquiries, concerns, and service requests. Stay updated on the latest pest control techniques, products, and industry developments. Adhere to company policies, industry regulations, and ethical practices. <p>Job Requirement:</p> <ul style="list-style-type: none"> NEA Vector Control Technician license. Good to possess Class 3 but not a requirement. Must be willing to do outdoor job. Good team player and positive work attitude. Excellent communication and customer service skills. Mature candidates are welcome to apply. 	<ul style="list-style-type: none"> 5.5 days work 9am - 6pm Full time/Permanent Locations - 368815
Customer Development Executive	<p>Job Description:</p> <ul style="list-style-type: none"> Actively seek out new business opportunities through leads generation, cold calling and sales visits. Exceed monthly sales target set by management. Ability to sell in a consultative manner, focusing on identifying solutions while providing great customer service. Share value proposition of Rentokil Initial brand and services. Handling new inquiries through various channels, costing, negotiation and order processing. <p>Job Requirement:</p> <ul style="list-style-type: none"> Extensive experience in sales/ business development Must possess own vehicle. Good team player who is attentive to details, results orientated, resourceful, and with a willingness to be "hands-on" and work with inter-department. Strong account management, influencing, negotiation, communication and presentation skills and with ability to build relationships. 	<ul style="list-style-type: none"> 5 days work 8.30am - 5.45pm Full time/Permanent Locations - 368815

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Key Accounts Manager	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Ongoing relationship management of accounts ensuring increased sales, analysis of sales activity, and trading optimization is achieved. • Establish strategic account clients and develop penetration methods and review the progress at monthly meetings. • Achieve quarterly and yearly Company sales margins and goals. • Develop proposals, negotiate terms and conditions, and implement contractual agreements with accountability for delivering strong financial results. • Ensure regular, timely, and constructive communication with key accounts is maintained, both by phone and in person. • Produce accurate and timely reporting that focus on all relevant aspects of Key Accounts which includes Sales analysis and termination reporting, Monthly and business development reports, Customer profile and activity report, Regional Key Account Review Report, Monthly/Quarterly. • Reporting to Customers, as per agreed service levels and/or Key Performance Indicators <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Demonstrated B2B experience in achieving sales, profitability and budget goals with Key Accounts preferred with Service Industry experience. • Proven ability to effectively communicate (verbal and written) with internal and external working relationships. • Able to work under pressure to meet target give. • Must possess own transport. 	<ul style="list-style-type: none"> • 5 days work • 8.30am - 5.45pm • Full time/Permanent • Locations - 368815
Office Cleaner	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Vacuuming and mop hard flooring. • Empty receptacles and replace litter bags where necessary. • Damp wipe reception counter and tabletops where accessible. • Keep pantry clean and dry. • Cleaning of reachable glass window and glass surface within office. • Thoroughly scrub the allocated toilets with germicidal detergent. • To sweep warehouse and car park vicinity. • To sweep, mop and wipe handrail of staircase. • To replenish stock items for all pantries. • To update Office Admin on stock levels from all pantries each month. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Candidates need to be physically fit, to climb stairs and carry load of not more than <5-10kg • Previous experience in a similar role • Cleaning and chemical equipment • All cleaning equipment such as one unit of Industrial Vacuum Machine, trash bag, linen for bins, brooms, 	<ul style="list-style-type: none"> • 5 days work • 7.30am - 4.30pm • Full time/Permanent • Locations - 368815

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	mops, plastic brooms, sponge, trolley, bleach, glass cleaning solution, will be provided except toilet paper.	
IT Executive	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Install, configure, and troubleshoot hardware which includes printers, computers, mobile phones, projectors and other IT Peripherals. • Setting up of new PCs / Notebooks & mobile phones such as creating user accounts, setting up of mailboxes and installation of software applications. • Active Directory administration which includes account creation for new joiners and account deletion for leavers. • Maintain the accuracy of all IT assets inventory (Computers, mobile phones, network devices, softwares). • Conduct troubleshooting to network connectivity, software applications and email issues. • Provide Help Desk support for all users (Laptops & Mobile phones). • Maintain IT security by ensuring the installation and maintenance of MDM software (Workspace ONE), antivirus (Carbon Black) and latest patches of desktops, laptops and mobile phones. • Liaise with vendors on purchasing & maintenance of office technical equipment and software applications. • Conduct individual or group training sessions regarding in-house application and related tools for internal employees. • Respond to ad-hoc IT duties assigned by the Supervisor. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Preferably diploma in Computer Science or related field with 2 years application and desktops support. • Good communication & analytical skills; team player who is able to work independently. • Product knowledge of Windows server, Google Apps, Kaspersky Antivirus, Symantec Backup, SQL database & reporting and web-based systems programming experience (Javascript, HTML, ASP.Net, XML) will be an added advantage. • IT certifications such as CCNA, CISSP, CISA, MCSA, MCSE, MCITP SA or MCITP EA will be an added advantage. 	<ul style="list-style-type: none"> • 5 days work • 8.30am - 5.45pm • Full time/Permanent • Locations - 368815

#8 UEMS Solutions Pte Ltd

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Housekeepers	<p>Job Description:</p> <ul style="list-style-type: none"> Attend regular roll call meetings to know daily operational deployment. Attending in-service training to learn new skills and service knowledge to perform housekeeping services. Execute routine cleaning assignments at assigned areas (such as patient wards, compound areas, critical surgical areas, medical center, administration offices, laboratory areas, waiting compound areas and public restrooms). Use various cleaning chemicals and disinfectants on deployed areas. Operate machinery for project and periodic cleaning, disinfection on non-medical/medical equipment, if required. Ensure the environmental service standards are met. Escalate any matter/ feedback to the upline superior when necessary. Undertake any other ad hoc duties as and when assigned by the superior. <p>Job Requirement:</p> <ul style="list-style-type: none"> No qualification is needed, training will be provided. 	<ul style="list-style-type: none"> 6 days work 44 hours/week Full Time / Permanent Location: Island wide
Healthcare Porters	<p>Job Description:</p> <ul style="list-style-type: none"> Attend regular roll call meetings to know daily operational deployment. Attending in-service training to learn new skills and service knowledge to perform portering services. Carry out portering duties which include but are not limited to the following: With the help of ward staff, assist in transporting and transferring patients on trolley to the wards and to other hospitals, where required. With the help of ward staff, assist in receiving and transferring patients from and to the ambulance, where required. With the help of ward staff, assist fall risk patients on and off wheelchairs. Send patients to ancillary departments for treatment / examination. Accompany patients to allied health departments for treatment/examination, where required. Send and collect equipment/specimens/blood/x-rays films/case records from allied health/ancillary departments. Any other relevant duties as and when assigned by the Superior. <p>Job Requirement:</p> <ul style="list-style-type: none"> No minimum qualification required, and training will be provided. Physically fit for lifting, walking, pushing, etc. To be able to carry out basic tasks on a hand-held device. 	<ul style="list-style-type: none"> 6 days work 44 hours/week Full Time / Permanent Location: Novena Kent Ridge Sengkang Simei Woodlands Yishun Alexandra

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Healthcare Attendant	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Orientate patients to assigned beds/facilities. • Answer patient's calls and relay patient's requests to department-in-charge. • Attending to patient's basic needs e.g. toilet baths, bed sponging, serving of meals and drinks, feeding. • Conduct bedpan/urinal rounds; change patient's diapers. • Walk patients to the toilet and assist them in toilets. • Monitor restless patients and ensure that they are safe and comfortable. • Chaperone female patients where required. • Clean spillages, discharges, and vomit bowls, urinals as and when needed. • Maintain the tidiness and cleanliness of beds, lockers and non-patient rooms (e.g. storeroom). • Assist in inventory of linen and department items (e.g. flasks, pillows, bedpans). • Any other relevant duties as and when assigned by the Superior. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • No qualification is needed, training will be provided. 	<ul style="list-style-type: none"> • 5 days including weekend • 6.45am - 4.15pm or 12.15pm -9.45pm • Full Time / Permanent • Location: Seng Kang
Linen Attendant	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Report to Linen Supervisor/Executive on any linen operational concerns. • Receive and verify the quantity of clean linen delivered by launderer. • Pack and store clean linen onto linen room rack and/or designated linen locations. • Pack clean linen onto linen trolleys for respective user department accordingly and report if otherwise. • Collect soiled linen daily as per schedule. • Conduct linen quality inspection and prepare linen condemn list in accordance with pre-determined schedule. • Examine laundered items to ensure cleanliness and serviceability. • Issue memo to launderer for rewashing linen. • Maintain proper and accurate inventory linen stock movement record. • Keep the linen room in clean and orderly condition. • Assist in answering calls from service hotline. • Any other relevant duties as and when assigned by Linen Supervisor/Executive. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • NIL 	<ul style="list-style-type: none"> • 6 days work • 7.30am - 3.30pm 7:30am - 4:30pm • Full Time / Permanent • Location: Alexandra Little India
Patient Service Associate / Concierge Specialist	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Perform visitor registration, concierge services and information counter services. • Handle complaints/ feedback and resolve issues by performing service recovery. • To update or escalate to Team Leader of any incident that occurred and steps taken to rectify issues. • Assist in kiosk registration, queue management, entry and exit access via gantries. 	<ul style="list-style-type: none"> • 5 days work including weekend • 11.30am - 9pm • Full Time / Permanent • Location: Outram Park

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Attended patients/ visitors' enquiries and feedback. Provide wayfinding and wheelchair assistance. <p>Job Requirement:</p> <ul style="list-style-type: none"> Minimum N level. 	
Housekeeping Supervisor/ Team Leader	<p>Job Description:</p> <ul style="list-style-type: none"> Supervise a team of Housekeepers in carrying out our cleaning works and maintaining cleanliness of the assigned areas. Conduct regular roll-call and ensure staff are properly attired and groomed, and necessary information cascaded during the roll-call. Handle feedback and complaints, respond to customer's request promptly. To escalate to Superior when necessary. Maintain and ensure that all equipment is clean, well labelled and in good working conditions. Oversee the planning and scheduling of the Housekeepers. Any other relevant duties as and when assigned by the Superior. <p>Job Requirement:</p> <ul style="list-style-type: none"> Minimum N level. 	<ul style="list-style-type: none"> 6 days work 7am - 4pm 8am - 5pm 9am - 6pm 12pm - 9pm 1pm - 10pm 9pm - 6am 10pm - 7am Full Time / Permanent Location: Island Wide
Team Leader (Visitor Service Management)	<p>Job Description:</p> <ul style="list-style-type: none"> To carry out counter operations according to the hospital's guidelines, procedures, and policies consistently. Plan weekly duty roster and manage the deployment of staff for all Visitor Registration Counters. Supervise and monitor the performance of staff to ensure service levels are met. Manage resources including manpower, equipment and supplies in daily operations. Investigate causes of discrepancies and complaints and take corrective actions. Raise necessary documentations (Incident Report [IR]). <p>Job Requirement:</p> <ul style="list-style-type: none"> Minimum N level. 	<ul style="list-style-type: none"> 6 days work 6:30am - 4pm 7:30am - 5pm 10:30am - 8pm 11:30am - 9pm Full Time / Permanent Location: Outram Park
Room Attendant	<p>Job Description:</p> <ul style="list-style-type: none"> Performing in daily cleaning of the guest room, common areas, and replenishment of amenities. Ensuring the cleanliness of the guest rooms and the common area must meet the standard requirement by Management. To carry out other duties as assigned by the housekeeping supervisor or the Management. Handle housekeeping requests by guests. To check and deliver the guest's laundry to the guest room daily. Able to handle all kinds of chemicals required for cleaning duties. Undertake any other ad hoc duties as and when assigned by the superior. <p>Job Requirement:</p> <ul style="list-style-type: none"> Nil 	<ul style="list-style-type: none"> 6 days work 8:30am - 4:30pm Full Time / Permanent Location: Island wide

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Steward	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Cleaning of all kitchen areas, equipment, and chiller room. • Washing of all soiled crockery, utensils, food warmer carts and GN trolleys in the kitchen dishwashing area. • Washing of all wards' crockery including cups and water jugs. • Delivery of patient and staff meals to Urgent Care Centre (UCC), Ambulatory Surgery Centre (ASC), Day Surgery, Endoscopy patients' meal, Clinics and Inpatient wards or any other service areas required. • Delivery of dry ration / ward ration to all wards & clinics. • Management of crockery stock in kitchen, including packing of cutlery. • Manage waste and carton boxes disposal including provision of bins. • Collection of soiled patient meal trays from wards that did not make it to food warmer carts return. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • NIL 	<ul style="list-style-type: none"> • 6 days work • 44 hours workweek • Full Time / Permanent • Location: Island wide
Public Area Cleaners	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Ensure all public restrooms, toilets are cleaned, and amenities are stocked at all times. • Maintain cleanliness of walls, floors, doors, and tabletops as and when necessary, in the lobby area at all times. • Empty and clear trash bins in public areas • Maintain furniture and equipment in a serviceable condition and report any defects immediately to the superior. • Handle all lost and found properties by following the correct procedure. • Carry out any projects and assignments as directed by the Superior. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • NIL 	<ul style="list-style-type: none"> • 6 days work • 7am - 4pm 9am - 6 pm 2pm - 11pm 10pm to 7am • Full Time / Permanent • Location: Island wide
High Rise Specialist	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • To perform external façade and other housekeeping / high rise cleaning works in assigned areas. • To adhere to the established safety standards. • To conduct inspection of equipment being used and to report to the Superior of any equipment that is not in good working condition. • To set up and dismantle equipment and to ensure proper storage at the end of each work shift. • To multi-task and perform any other projects such as project cleaning using machines as and when required. • Any other relevant duties as and when assigned by the Superior. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • NIL 	<ul style="list-style-type: none"> • 6 days work • 44 hours/week • Full Time / Permanent • Location: Island wide

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Meal Service Associate	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Updating patient's meal requirements in 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 issues. • May be required to conduct beverage preparation in Central Kitchen. • Any other Meal Service Associate related work scope as required. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Training provided. 	<ul style="list-style-type: none"> • 6 days work • 6:45am – 3:15pm 12:30pm – 9pm • Full Time / Permanent • Location: • Outram Park