Open House at AvePoint Singapore 4 Dec 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 up to support nation-wide manpower and skills upgrading initiatives. For more information, please visit www.e2i.com.sg

Content Page

AVEPOINT SINGAPORE **3**

- 1. IT Business Analyst 3
- 2. IT Project Manager 4
- 3. Support Engineer 5

e2i Services **6**

AVEPOINT SINGAPORE

AvePoint provides enterprise data management solutions for Microsoft 365 and other platforms. We offer data protection, migration, and governance services through its SaaS platform, supporting over 9 million users globally. AvePoint helps businesses manage and protect their data, ensuring compliance and enabling digital transformation

Job Positions	Pre-requisites	Working Hours / Location
1. IT Business Analyst	**Job Description:** • Manage the requirements and functional solution aspects of the System and all the interconnectivity with external parties • Analyze and manage the operation backlog and develop business case to address the problem • Document requirements, source and evaluate alternatives, and recommend solution that best fits the stakeholders' needs • Work with the stakeholders to ensure smooth deployment of the enhancements • Prepare documentation (e.g. SOPs) on the operation or maintenance of technical systems and identify use cases to automate BAU processes • Assists with the documentation of technical design, specification, and technical solution • Maintains document repositories used by teams and assists with project documentation as needed • Analyse and streamline operations to minimise recurrent issues	• 40 • one-north
	Job Requirement: • Past track record in business analysis, application solutioning and design • Proven experience in managing operations, handling of issues, and systems monitoring • Ability to perform qualitative, quantitative and root-cause analysis • Ability to take a broad, strategic perspective as well as drill deep to understand business needs and challenges • Knowledge of IT security best practices and compliance standards • Sound understanding of the technical aspects of systems integration in an environment with diverse technologies • Knowledge of Singapore Government procurement and governance processes will be an added advantage • Understanding of financial instruments, will be an advantage • Understanding of S.W.I.F.T messaging platform and infrastructure will be an advantage • Knowledge about or experience with SimCorp Dimension® will be an advantage	

Job Positions	Pre-requisites	Working Hours / Location
2. IT Project Manager	**Job Description:** • Lead product strategy, development and execution for the core corporate functions • Develop, formalise and drive the execution of product roadmaps focusing on long-term sustainability and WOG reusability • Work closely with business user groups to gather, analyse and harmonise business requirements • Work closely with development teams to translate requirements into actionable product features • Proactively identify and resolve product-related challenges • Drive continuous product enhancement to ensure operational relevance • Manage stakeholder expectations and facilitate cross-functional communication • Oversee day-to-day product operations and drive performance improvements • Conduct product training to core business users and end users • Proactively track and provide timely progress updates and management reporting • The successful candidate shall be a proactive self-starter, comfortable with hands-on involvement in driving product roadmaps and day 2 operational needs, and capable of strategic and critical thinking for long-term product success to align with evolving corporate requirements.	• 40 • one-north
	Job Requirement: • Demonstrated ability to lead and motivate teams in a complex, multi-stakeholder environment. Fostering good teamwork • Strong analytical and problem-solving skills • Excellent communication and interpersonal skills, with the ability to influence at all levels • Versatile with the capacity to work effectively amidst ambiguity • Quick learner with the ability to rapidly comprehend and synthesise complex information • Strong project management skills and attention to detail • Experience in requirements gathering, user story creation, and product backlog management • Familiarity with Agile methodologies and product development lifecycles	

Job Positions	Pre-requisites	Working Hours / Location
3. Support Engineer	**Job Description:** • Being a representative for project-specific customer inquiries and issues that you will take ownership and bring resolution. • Ensure customer satisfaction in Project Support and Maintenance • Collect information and perform deep-dive analysis, diagnosis, and troubleshoot. • Commit to SLA for response and resolution, troubleshoot and perform root cause analysis of technical issues • Communicate efficiently with the customer and the Internal R&D team on the bug fixes needed. • Manages the status of issues raised and ensure they are resolved effectively in a timely manner. • Continually evaluate existing processes to streamline and enhance customer support activities. • Manage and keep tracks of change requests, bug fixes status and system updates deployments documentations. • Prepare weekly statistic reports and able to present professionally in the weekly progress meetings with clients. • Prepare and keep track of user manuals documentation and versions as well as release notes for upcoming enhancement releases. • Conduct training / hand-holding sessions with users and to guide them to troubleshoot the system to resolve software issues or problems.	• 40 • one-north
	Job Requirement: • Pro-active, customer-focused, and comfortable dealing with clients/vendors directly. • Excellent communication skills and the ability to interact professionally with a diverse group, executives, managers, and subject matter experts. • Highly energetic, motivated team player, able to work under tight timelines and pressure to participate in digital transformation journey • Good interpersonal skills, resourceful, take ownership • Organized, meticulous, and able to work independently • Strong analytical and troubleshooting skills • Delivered B2B services effectively and efficiently, aware of service management preferred. • Preference given to vendor–based software delivery experiences. • Experience in Software Development and Microsoft SQL Server will be an advantage • Able to converse with mandarin speaking clients.	

e2i Services

e2i Services

- Career Coaching & Job Matching
- SkillsFuture Advice

- **For Career Coaching**

Are you at a career crossroad? Engage a career coach to nurture your career and be well-equipped with newfound skills as you embark on a new career or navigate a career change.

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

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

Operating Hours (DNI)
Mondays: 2:30pm – 5:00pm
Tuesdays – Fridays: 9:00am – 5:00pm
Saturdays: 9:00am – 1:00pm

Nearest MRT: Jurong East

e2i Career Centre (OMB)
1 Marina Boulevard,
#B1-03
Singapore 018989

Operating Hours (OMB)
Mondays: 2:30pm – 5:00pm
Tuesdays – Fridays: 9:00am – 5:00pm
Saturdays: 9:00am – 1:00pm

Nearest MRT: Raffles Place, Downtown

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

Operating Hours (OTH)
Mondays: 2:30pm – 5:00pm
Tuesdays – Fridays: 9:00am – 5:00pm
Saturdays: 9:00am – 1:00pm

Nearest MRT: Tampines

Jobs and Skills Centre

To locate us, click here: https://www.e2i.com.sg/locate-us/

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/

Jobs Alert for PMET
e.g. Engineers, Managers, Executives, Technicians

Join Our Telegram
https://www.e2i.com.sg/JSCTelegram/PMET

Jobs Alert for non-PMET
e.g. Temp jobs, operators, packers, etc.

Join Our Telegram
https://www.e2i.com.sg/JSCTelegram/Non-PMET