

# e2i Skills & Career Fair @ YewTee Point

## 16<sup>th</sup> April 2026

### Built Environment Sector Jobs

#### 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](http://www.e2i.com.sg).

Legend:  – PMET Roles

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## #1 Dragnet Smartech Security

Dragnet is a Singapore grown security firm established in 1993 dealing with security systems and security manpower. With technology as the forefront, safety and security provision in the most smart-tech approach is put in place to suit niche requirements and enhance our services. It has built a culture that works in partnership and tripartism with government authorities, the union and industry associations.


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<b>Patrol Officer</b>	<ul style="list-style-type: none"> <li>Valid PLRD license</li> <li>Customer Service Oriented</li> <li>PAPP &amp; CSSPB trained</li> <li>Completed mandatory required training modules in security</li> <li>Generic Skills/ Communication/ Service Excellence skills</li> <li>12 hours per shift, can choose day or night shift</li> <li>6 days off per month</li> <li>Able to work on weekends and public holidays</li> </ul>	<ul style="list-style-type: none"> <li>Perform access control duties include entry passes, vehicle checks</li> <li>Perform routine patrol</li> <li>Respond to any security incidents on site and report to respective supervisors/managers</li> <li>Perform random bag checks</li> <li>Assist in crowd control when required</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5.5 days/ week 7.30am to 7.30pm, 7.30pm to 7.30am</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> 33 Ubi Avenue 3 (S)408868</li> </ul>
<b>Security Officer (FT/PT)</b>	<ul style="list-style-type: none"> <li>Valid PLRD license</li> <li>Customer Service Oriented</li> <li>PAPP &amp; CSSPB trained</li> <li>Completed mandatory required training modules in security</li> <li>Generic Skills/ Communication/ Service Excellence skills</li> <li>12 hours per shift, can choose day or night shift</li> <li>Able to work on weekends and public holidays</li> </ul> <p><b>Full Time</b></p> <ul style="list-style-type: none"> <li>6 days off per month</li> </ul> <p><b>Part Time:</b></p> <ul style="list-style-type: none"> <li>To commit 3 days per week</li> </ul>	<ul style="list-style-type: none"> <li>Perform access control duties include entry passes, vehicle checks</li> <li>Perform routine patrol</li> <li>Respond to any security incidents on site and report to respective supervisors/managers</li> <li>Perform random bag checks</li> <li>Assist in crowd control when required</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5.5 days/ week (FT), 3 days/week (PT) 8.00am to 8.00pm 8.00pm to 8.00am</li> <li><b>Employment Type:</b> Full Time (Permanent) / Part-Time</li> <li><b>Location:</b> 33 Ubi Avenue 3 (S)408868</li> </ul>

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<b>Transit Security Officer (FT/PT)</b>	<ul style="list-style-type: none"> <li>Valid PLRD license</li> <li>Customer Service Oriented</li> <li>PAPP &amp; CSSPB trained</li> <li>Completed mandatory required training modules in security</li> <li>Generic Skills/ Communication/ Service Excellence skills</li> <li>12 hours per shift, can choose day or night shift</li> <li>Able to work on weekends and public holidays</li> </ul> <p><b>Full Time:</b></p> <ul style="list-style-type: none"> <li>6 days off per month</li> </ul> <p><b>Part Time:</b></p> <ul style="list-style-type: none"> <li>To commit 3 days per week</li> </ul>	<ul style="list-style-type: none"> <li>Perform access control duties include entry passes, vehicle checks</li> <li>Perform routine patrol</li> <li>Respond to any security incidents on site and report to respective supervisors/ managers</li> <li>Perform random bag checks</li> <li>Assist in crowd control when required</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5.5 days/ week (FT), 3 days/week (PT) 7.30am to 7.30pm, 7.30pm to 7.30am</li> <li><b>Employment Type:</b> Full Time (Permanent) / Part-Time</li> <li><b>Location:</b> 33 Ubi Avenue 3 (S)408868</li> </ul>



## #2 EM Services

EM Services was established in 1988 as a joint venture between the Housing & Development Board and Keppel Land Limited. It is presently jointly owned by the Housing & Development Board and Keppel Management Ltd. and is today one of Singapore's largest estate and property management companies offering a suite of services across residential, commercial & industrial properties and student accommodation.

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<b>Contract Officer / Manager</b> 	<ul style="list-style-type: none"> <li>Recognised university degree in Estate Management / Building or 6rganize6i qualifications</li> <li>Good experience in maintenance contracts</li> <li>Good Team player</li> <li>Good problem solver</li> </ul>	<ul style="list-style-type: none"> <li>Check and ensure accuracy of project cost estimates and specifications for all Cyclical, Additions &amp; Alterations and Improvement Works</li> <li>Prepare, call and administer the various tenders for the routine maintenance work, services and supplies</li> <li>Provide advice on the selection of suitable</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5 days/ week, 8am to 5pm</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> 201 Kim Tian</li> </ul>

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		contractors / specialists for routine maintenance works, services and supplies <ul style="list-style-type: none"> <li>• Monitor maintenance budget and prepare progress payments to ensure cash flow projections are met and payments are promptly made to contractors / suppliers</li> </ul>	Road (S)160201
<b>Customer Relations Assistant</b>	<ul style="list-style-type: none"> <li>• NITEC/Higher NITEC</li> <li>• One year of customer support experience</li> <li>• Ability to multi-task effectively</li> </ul>	<ul style="list-style-type: none"> <li>• Handle resident enquiries and feedback through phone, email, and walk-ins while performing general administrative duties and case follow-ups.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 days/ week, 8am to 5pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 201 Kim Tian Road (S)160201</li> </ul>
<b>Customer Service Officer</b> 	<ul style="list-style-type: none"> <li>• Minimally Diploma graduate or equivalent or Experience work under Call agents</li> <li>• Able to communicate fluently in English and at least one other language to attend to non-English speaking customers</li> <li>• Prior experience in a call centre environment is preferred</li> <li>• Candidates with prior customer service experience in other businesses and operations may be considered as well</li> <li>• Possesses a customer service mind set and is able to empathise with customers and quickly</li> </ul>	<ul style="list-style-type: none"> <li>• Handle calls and emails promptly by providing accurate and timely information, alternatives and solutions to customers on relevant products and services</li> <li>• Respond to customers' queries and concerns with the aim of achieving first call resolution satisfactorily</li> <li>• Depending on the projects assigned, candidates may be required to perform cross selling and upselling of products and services to existing customers and prospects</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 1 day/ week, Shift hours</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Contract</li> <li>• <b>Location:</b> 18 Jalan Kilang Timor (S)159309</li> </ul>


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>grasp the issues they're facing</p> <ul style="list-style-type: none"> <li>• Curious and excited by the challenge of solving both simple and difficult problems for customers</li> <li>• *Candidates who are open to perform rotating shift work is preferred (Daily shift Allowance is payable)</li> </ul>		
<p><b>Finance &amp; Admin Manager</b>  </p>	<ul style="list-style-type: none"> <li>• Degree in Accounting/ACCA, minimum 3 years' experience in accounting and related areas (internal control, governance, risk management, audit), strong analytical skills, and ability to work under stress.</li> </ul>	<ul style="list-style-type: none"> <li>• Oversee finance operations including income verification, arrears management, budgeting, reconciliation of accounts, preparation of financial statements, and supervision of Finance &amp; Admin Assistants.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 days/ week, 8am to 5pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 201 Kim Tian Road (S)160201</li> </ul>
<p><b>Internal Audit Assistant Manager – Construction Related Audits</b>  </p>	<ul style="list-style-type: none"> <li>• A good Diploma in Structural &amp; Civil Engineering/Building/Quantity Surveying/Estate Management/Construction Management or equivalent from a 8rganize8i polytechnic or relevant professional qualification.</li> <li>• Relevant experience of at least 3 years in construction management with exposure in handling projects covering work relating to technical appraisals, cost estimates, site checks and quantity measurement.</li> </ul>	<ul style="list-style-type: none"> <li>• Gather and analyse information required for the planning of each audit assignment.</li> <li>• Assist in the design of audit program (including audit procedures and audit tests) of each audit assignment.</li> <li>• Based on the approved audit program, internal audit work (including follow-up of past audit issues) and gather evidence in accordance with the internal audit standards.</li> <li>• Audit work includes evaluation of technical appraisals of the project and cost estimates, site check to ascertain that work done on site comply with drawings and specifications, verification of accurate payment for work</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 days/ week, 8am to 5pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 201 Kim Tian Road (S)160201</li> </ul>


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Proficiency in Microsoft Office applications (i.e. Word, Excel and PowerPoint). Knowledge in data analytics tools will be an advantage.</li> <li>• Good organizational and interpersonal skills with ability to interact effectively with multi-disciplinary colleagues at all levels</li> <li>• Strong problem solving and analytical skills with high attention to details.</li> <li>• Ability to exercise objective judgement with strong logical and critical thinking skills.</li> </ul>	<p>done based on measurement of quantity and correct rates being applied.</p> <ul style="list-style-type: none"> <li>• Evaluate the effectiveness and efficiency of business processes (including internal controls and risk management) and ensure compliance with regulatory requirements and Company’s policies and procedures for construction-related operations.</li> <li>• Document accurate audit work performed and audit result in a clear and organized manner, supported by audit evidence (such as comprehensive site photo) for review by Team leader.</li> <li>• Resolve review notes and apply learning to future assignments.</li> <li>• Identify, develop and draft comprehensive audit observations (including root causes and risks) on weaknesses in control environment, and make value-added recommendations for process improvements.</li> <li>• At the end of fieldwork review, assists Team Leader in conducting closing meetings to communicate draft audit findings to management.</li> <li>• Assist Team Leader in finalizing the audit findings, recommendations and reports, and collate management responses and action plans to mitigate risk.</li> <li>• Track issues identified by Internal Audit and external auditors and monitor</li> </ul>	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		implementation progress of management action plans. <ul style="list-style-type: none"> <li>• Conduct validation review on management remediation actions to address control deficiencies.</li> <li>• Assist in developing Annual Internal Audit Plan using a risk-based approach.</li> <li>• Assist in the preparation of deliverables such as audit reports and presentation materials to Management and Audit Committee.</li> </ul>	
<b>Internal Audit Manager / Senior Manager (Business Audits)</b> 	<ul style="list-style-type: none"> <li>• Degree in Accountancy/ ACCA or professional CA qualification with CIA certification.</li> <li>• CISA or CFE certification would be an advantage.</li> <li>• At least 6 years of experience in internal audit, preferably in construction or engineering services industry with exposure in Big 4 accounting firms.</li> <li>• Proficiency in the use of data analytics tools (e.g. ACL, IDEA, Power BI, tableau, etc.)</li> <li>• Self-driven individual who is adaptable to changing priorities and different challenges and thrives in a fast paced and dynamic environment.</li> <li>• Good interpersonal and collaborative skills with ability to exercise objective judgement.</li> <li>• Ability to influence and interact with confidence and develop trusted</li> </ul>	<ul style="list-style-type: none"> <li>• Manage end-to-end audit cycle for multiple audit assignments, including outsourced auditors for complex audit projects.</li> <li>• Lead the planning of assigned internal audit project and design audit program and audit tests to ascertain the state of internal controls and compliance with corporate policies, guidelines and regulatory requirements.</li> <li>• Provide guidance to the audit team to conduct review of key internal control procedures, risk and control matrix including data analytics, and complete the audit project in a timely manner while maintaining audit quality to provide independent assurance.</li> <li>• Ensure proper audit evidence is obtained, and audit documentation is carried out in accordance with internal audit standards.</li> <li>• Evaluate the adequacy and effectiveness of business process to identify key risk areas and gaps /</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 days/ week, 8.30 am to 6pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 201 Kim Tian Road (S)160201</li> </ul>

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>relationships with key stakeholders, management and multi-disciplinary staff across different levels.</p> <ul style="list-style-type: none"> <li>• Strong communication (verbal and written) and good report writing and presentation skills with strong problem-solving and logical thinking skills.</li> <li>• Meticulous and resourceful with high level of commitment and initiative.</li> <li>• Possess the passion to lead by example with strong organizational and critical thinking skills.</li> <li>• Ability to work effectively as a team player/leader, with excellent analytical and the requisite managerial skills to manage detailed/technical work without losing sight of 'big picture' issues.</li> <li>• Maintain high level of integrity and professional standards with continuous professional development.</li> </ul>	<p>weaknesses/deficiencies in internal control and non-compliance with policies and procedures and regulatory requirements.</p> <ul style="list-style-type: none"> <li>• Recommend business focused solutions to mitigate risks, improve internal controls, risk management and governance processes, and enhance the effectiveness and efficiency of operations.</li> <li>• Maintain proper documentation of findings and follow up closely with the business units to ensure prompt and substantive resolutions of audit issue for reporting to the Audit Committee.</li> <li>• Ensure concise and comprehensive audit reports are submitted for review and conduct presentation to the Management, the Audit Committee and the Board of Directors.</li> </ul>	
<p><b>Project Executive (Civil Structural)</b> </p>	<ul style="list-style-type: none"> <li>• Diploma in Building / Quantity Surveying / Construction Management / Civil Engineering / NCCS or related</li> <li>• Candidate with Resident Technical Officer Certification preferred</li> </ul>	<ul style="list-style-type: none"> <li>• Carry out site supervision in compliance with contracts specifications and drawings for Addition &amp; Alteration, Repair &amp; Redecoration and Reroofing Works.</li> <li>• Handle contract administration duties pertaining to projects supervised.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5.25 days/ week, 8am to 5pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Contract</li> </ul>

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>Min. 2 years of related working experience</li> </ul>		<ul style="list-style-type: none"> <li><b>Location:</b> 201 Kim Tian Road (S)160201</li> </ul>
<b>Project Manager (Civil Structural)</b> 	<ul style="list-style-type: none"> <li>Has relevant tertiary or professional qualifications or Diploma in Building/ Quantity Surveying / Building Management &amp; Maintenance / Construction Management / Structural &amp; Civil Engineering</li> <li>Preferably with at least 2 years of relevant experience in handling building/ maintenance related projects from inception to completion</li> <li>Have a good understanding of WSHA</li> <li>Proficient in Microsoft Word, Excel, PowerPoint and Microsoft Project</li> <li>Has effective communication &amp; negotiation skills</li> <li>Able to multitask and manage time efficiently</li> </ul>	<ul style="list-style-type: none"> <li>Conduct feasibility study and site survey to determine the scope of the project</li> <li>Oversee tender management including preparing tender documents, conducting tender / quotation / pre-qualification exercises, evaluate tenders and recommend selection of contractors</li> <li>Lead the project team in the execution of Repairs &amp; Redecoration, reroofing and Additions &amp; Alterations projects</li> <li>Carry out periodic site inspections</li> <li>Oversee budget &amp; cost control for projects</li> <li>Manage of Contractors &amp; Consultants</li> <li>Other duties as assigned from time to time</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5 days/ week, 8 am to 5pm</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Job Type:</b> Contract</li> <li><b>Location:</b> 201 Kim Tian Road (S)160201</li> </ul>
<b>Project Manager (Engineering)</b> 	<ul style="list-style-type: none"> <li>Candidate must possess at least a Bachelor's Degree, Professional Degree, Engineering (Civil), Engineering (Mechanical / Electrical / Electronics/ Mechatronics), Project Management or equivalent.</li> <li>At least 3 year(s) of working experience in the related field is</li> </ul>	<ul style="list-style-type: none"> <li>Responsible for all activities on the project, the field team and people on site ensuring that quality and safety standards are not compromised.</li> <li>Projects must be delivered on time, oversee budget and cost control and in accordance with the contract scopes and specifications.</li> <li>To prepare and submit progress reports, progress claims, safety reports,</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5 days/ week, 8 am to 5pm</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> 18 Jalan Kilang Timor (S)159309</li> </ul>


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>required for this position.</p> <ul style="list-style-type: none"> <li>• WSQ Manage Workplace Safety and Health in Construction Sites (CSCPM) or Construction Safety Course for Project Managers – CSCPM Certification</li> <li>• Proficient in Microsoft Word, Excel, PowerPoint and Microsoft Project</li> <li>• Has effective communication (written and verbal) &amp; negotiation skills</li> <li>• Able to multitask and manage time efficiently</li> <li>• Able to perform under pressure in a fast-paced environment</li> <li>• Good team player and able to work independently with minimum supervision</li> <li>• Desire to learn and possess positive attitude with results</li> </ul>	<p>materials to purchase and ad-hoc reports for projects.</p> <ul style="list-style-type: none"> <li>• Liaison will be required with the clients and consultants for design and with management team, supply chain and vendors, suppliers, sub-contractors and internal support functions.</li> <li>• Coordination and liaise with Architects/ Consultants / Main Contractors / Vendors / Sub-Contractors / Clients and Authorities.</li> <li>• The candidate will be fully accountable for the overall financial result of each project and will be expected to regularly monitor and review progress against plan and where necessary to take action to mitigate on overspending in costs.</li> <li>• Lead the project team in the execution of projects.</li> <li>• Project planning and resource allocation.</li> <li>• Conduct site survey (pre-commencement, post project etc.)</li> <li>• Documentation and effectively communication with external parties and internal departments (approval of drawings, samples, schedule, delays, technical clarifications, EOT, etc.)</li> <li>• To attend site meetings with customers and vendors.</li> <li>• Other duties as assigned from time to time.</li> </ul>	
<p><b>Property Manager</b> </p>	<ul style="list-style-type: none"> <li>• Degree in Building Services / Facilities Management / Real Estate</li> </ul>	<ul style="list-style-type: none"> <li>• Oversee the team in management and maintenance of buildings and common properties.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5.25 days/ week,</li> </ul>

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Business or other building related degree</li> <li>• Entry level candidates with relevant qualifications welcome to apply</li> <li>• Candidates with more years of relevant position will be considered for a senior role</li> <li>• Must be a team player with high integrity, leadership, problem solving and interpersonal skills</li> <li>• Able to work under pressure and tight deadlines</li> </ul>	<ul style="list-style-type: none"> <li>• Administer tenancy/ lease related matters.</li> <li>• Managing yearly budgets and doing presentations</li> <li>• Work closely with councillors, residents, grassroots organisations and relevant government agencies.</li> </ul>	<p>8 am to 5pm</p> <ul style="list-style-type: none"> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 201 Kim Tian Road (S)160201</li> </ul>
<p><b>Property Officer</b></p> 	<ul style="list-style-type: none"> <li>• Candidate must possess at least a Professional Certificate/NITEC, Diploma, Advanced/Higher/ Graduate Diploma, Property Development/Real Estate Management or equivalent</li> <li>• Diploma in Building / Facilities Management / Real Estate Business / Intelligent building</li> <li>• Non-Diploma holders are required to have at least 3 years' experience in Facilities Management (minimally Nitec)</li> <li>• Entry-level candidates with relevant Diploma are welcome to apply</li> <li>• Able to work under pressure and willing to do overtime</li> </ul>	<ul style="list-style-type: none"> <li>• Carry out estate inspection, identify building defects and supervise maintenance and improvement works.</li> <li>• Attend to residents/tenants' enquiries, monitor contractors' performance and manage arrear cases.</li> <li>• Working with grassroots leaders on maintenance issues and to organize activities</li> <li>• Any ad hoc duties as assigned by the supervisor</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5.25 days/ week, 8 am to 5pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 201 Kim Tian Road (S)160201</li> </ul>


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<p><b>Public Relations Executive / Manager</b> </p>	<ul style="list-style-type: none"> <li>• Diploma / Degree in Mass Communications / Digital Media Production / Marketing or other equivalent educational qualifications</li> <li>• Good knowledge in sustainability &amp; green practices is a plus</li> <li>• Good copywriting skills with strong command of written and spoken English</li> <li>• Fluent in a 2<sup>nd</sup> language</li> <li>• Knowledge of design and editing software (e.g. Canva / Photoshop / Illustrator / InDesign / Premiere Pro / iMovie)</li> <li>• Knowledge of photography and videography</li> <li>• Good understanding of SEO/SEM, digital marketing tools and social media platforms</li> <li>• Good understanding of social media trends and current affairs</li> <li>• A good team player</li> </ul>	<ul style="list-style-type: none"> <li>• Support the Strategic Communications &amp; Public Relations Team to develop communications content and publicity deliverables</li> <li>• Work with community partners and other government agencies to curate content and organize community outreach initiatives</li> <li>• Support the curation and management of content for social media and estate publicity</li> <li>• Support digital media productions and webinars for townhall meetings</li> <li>• Track daily news outlets</li> <li>• Attend to feedback and incidents, when necessary</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 days/ week, 8 am to 5pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 201 Kim Tian Road (S)160201</li> </ul>
<p><b>Senior Finance Admin Assistant</b></p>	<ul style="list-style-type: none"> <li>• Nitec/ Higher Nitec/ Diploma in Accounting</li> <li>• Have positive working attitude, proactive and meticulous</li> <li>• Proficient in Microsoft Office (Word and Excel)</li> <li>• Good communication and interpersonal skills</li> <li>• Minimum 1 year of relevant accounting work experience preferred</li> <li>• Half working Saturday once every 3 weeks</li> </ul>	<ul style="list-style-type: none"> <li>• Perform counter duties on rotation basis (e.g. collection of payments, attending to resident enquiries, etc.)</li> <li>• Perform accounting duties such as bank reconciliation, A/R, A/P, invoicing, data entry, invoicing, etc.</li> <li>• Handle general administrative duties</li> <li>• Assist in preparing monthly reports, perform day-end closing, prepare payment vouchers &amp; reminder notices</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 days/ week, 8 am to 5pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 201 Kim Tian Road (S)160201</li> </ul>


### #3 Exceltec Property Management

Incorporated in 1997, Exceltec is an established property and facilities management company providing one-stop property solutions in Singapore. These solutions cater to commercial, retail and industrial sectors and include core services such as property and asset management and integrated facilities management. Over the years, our company has shot up its ranking in the SME 1000. The ranking helps in credibility building, raising visibility, benchmarking, and employee motivation. Today, Exceltec is a dynamic firm that prides itself on its customer-centric and innovative approach to problems. The Company's strong ability to constantly innovate and adapt to tackle any curve ball that comes its way has enabled it to thrive.


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<b>Accounts Officer / Executive (MCST)</b> 	<ul style="list-style-type: none"> <li>• Candidates must possess at least a Diploma, Advanced/ Higher/ Graduate Diploma in Accountancy or equivalent.</li> <li>• At least 3-5 years of working experience in the related field is required for this position.</li> <li>• Able to multi-task and work under pressure with sometimes tight reporting timelines.</li> <li>• Proficient in MS Office, especially Excel and other related IT programs.</li> <li>• Willingness to learn with a pleasant disposition.</li> <li>• A team player who is meticulous, self-motivated, and independent with a strong sense of responsibility.</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for the full set of accounts of multiple clients and other matters relating to the respective set of accounts.</li> <li>• Ensure accounts are closed on time and according to the agreed date for submission to clients for the monthly meeting.</li> <li>• Ensure accounting records and treatment comply with SOP and Accounting Standards.</li> <li>• General billing to be sent to sub-proprietors and relevant parties within the stipulated timeline.</li> <li>• Timely update of receipts to send monthly statements and reminders to sub-proprietor within deadlines.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 days/ week 8.30am - 6pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 2 Jurong East Street 21 (S)609601</li> </ul>
<b>Administrative Assistant/ Officer (MCST)</b>	Education <ul style="list-style-type: none"> <li>• "N" &amp; "O" Levels/ NITEC/ Higher NITEC/</li> </ul>	<ul style="list-style-type: none"> <li>• The MCST Admin Officer is responsible for providing comprehensive administrative</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b></li> </ul>

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>WSQ Diploma in real estate management, business administration, or a related field.</p> <p>Certification</p> <ul style="list-style-type: none"> <li>• Relevant certifications from institutions like SISV, BCA, or equivalent will have an added advantage.</li> </ul> <p>Experience</p> <ul style="list-style-type: none"> <li>• Minimum one (1) year experience in property management, particularly in instrata-living contexts.</li> </ul> <p>Legal Knowledge</p> <ul style="list-style-type: none"> <li>• Familiarity with regulations governing MCSTs, e.g. BMSMA.</li> </ul> <p>Computer Literacy</p> <ul style="list-style-type: none"> <li>• Basic competency in Microsoft Office Suite.</li> <li>• Familiarity with property management software is a plus.</li> </ul>	<p>support to the MCST Property Management team.</p> <ul style="list-style-type: none"> <li>• This role ensures the smooth and efficient operation of administrative functions within the management office, supporting the team in delivering exceptional service to residents and stakeholders.</li> <li>• The MCST Admin Officer plays a key role in maintaining accurate records, facilitating communication, and coordinating various activities that contribute to the effective management of strata-titled properties.</li> </ul>	<p>5.5 days/ week 9am - 6pm, 9am - 1pm</p> <ul style="list-style-type: none"> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 2 Jurong East Street 21 (S)609601</li> </ul>
<p><b>Administrative Executive (IFM)</b> </p>	<ul style="list-style-type: none"> <li>• GCE O Level / A Level / Nitec / Higher Nitec / Diploma in Business Admin, Accounting, or related fields.</li> <li>• Basic finance/ accounting knowledge (e.g., invoices, quotations, cost checking).</li> <li>• 1–3 years of admin experience preferred; FM/IFM experience is a plus.</li> <li>• Strong attention to detail, accurate data handling, and good organisational skills.</li> <li>• Proficient in MS Office (Excel/Word) and</li> </ul>	<p>About the Role</p> <ul style="list-style-type: none"> <li>• As part of the Integrated Engineering Facilities Management (IFM) team, you will handle documentation, reporting, and administrative coordination for day-to-day FM operations. You will support the Facilities Manager (FM), Assistant Facilities Managers (AFMs), and Facilities Management Executives (FMEs) in ensuring smooth operations across multiple sites.</li> </ul> <p>Key Responsibilities</p> <ul style="list-style-type: none"> <li>• Maintain and update FM records, reports, and documentation (CMMS, shared folders).</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5.5 days/ week 9am - 6pm, 9am - 1pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 2 Jurong East Street 21 (S)609601</li> </ul>

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>comfortable with digital systems.</p> <ul style="list-style-type: none"> <li>• Good communication skills and a positive, service-oriented attitude.</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare basic reports, meeting minutes, correspondence, and administrative paperwork.</li> <li>• Assist with consolidation and checking of weekly/monthly operational data.</li> <li>• Handle procurement and finance related tasks such as quotation processing, invoice verification, PR/PO creation, and cost tracking.</li> <li>• Liaise with vendors and subcontractors for document submissions and scheduling.</li> <li>• Coordinate meetings, logistics, and communication with schools and internal teams.</li> <li>• Support audit preparations, evidence collation, and compliance documentation.</li> </ul>	
<p><b>Assistant Facilities Manager (IFM – Multi-Site)</b> </p>	<p>To be successful in this role, you will need to have the following:</p> <ul style="list-style-type: none"> <li>• Diploma/ Degree in Facilities Management / Building Services / M&amp;E Engineering or related.</li> <li>• 5–8 years relevant FM/IFM experience (institutional / campus / large-site preferred).</li> <li>• At least 2 years’ people/ team leadership experience.</li> <li>• Strong stakeholder management, reporting discipline, and contractor control.</li> <li>• Comfortable with CMMS/ Helpdesk systems and site documentation.</li> </ul>	<p><b>About the Role</b></p> <ul style="list-style-type: none"> <li>• We are hiring an Assistant Facilities Manager (AFM) to support delivery of an Integrated Facilities Management (IFM) contract across multiple institutional sites.</li> <li>• You will lead and supervise Facilities Management Executives (FMEs), drive service recovery, ensure compliance, and manage operational reporting.</li> </ul> <p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Supervise, coach and manage FMEs across assigned sites, plan coverage and continuity support.</li> <li>• Oversee day-to-day operations and ensure KPIs / service level standards are met.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5.5 days/ week 9am - 6pm, 9am - 1pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 2 Jurong East Street 21 (S)609601</li> </ul>



Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>Willing to support standby / after-hours work when required.</li> </ul>	<ul style="list-style-type: none"> <li>Handle escalations, stakeholder issues and complex operational matters.</li> <li>Consolidate and validate reports; analyse trends and implement corrective actions.</li> <li>Ensure statutory/safety compliance (BCA / SCDF / NEA / EMA / WSH), support audits and close-out.</li> <li>Ensure strong governance and data quality in CMMS/ Helpdesk systems (work orders, evidence, closures).</li> <li>Supervise subcontractors/ vendors to ensure safety, quality and timelines.</li> <li>Support ad-hoc works, reinstatement/rectification and improvement projects with minimal disruption.</li> </ul>	
<b>Assistant Operation Manager - Environmental Cleaning Services</b> 	<ul style="list-style-type: none"> <li>5 years of experience in the relevant industry will have an added advantage.</li> <li>Good communication skills, both written and spoken.</li> <li>Team player, able to work independently with minimal supervision.</li> <li>Diploma in Building/ Property Management or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>The cleaning operations manager is responsible for managing the organisation's cleaning operations.</li> <li>This includes overseeing the management of resources on project sites, directing and monitoring business operations, developing operation plans, managing service contracts and incidents, and communicating with stakeholders and clients to ensure quality work.</li> <li>They are also required to carry out capability development activities and any other operational requirements as directed by the management.</li> <li>They work in an office and perform site visits when necessary.</li> <li>As part of their operational duties, they build</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5.5 days/ week 9am - 6pm, 9am - 1pm</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> 2 Jurong East Street 21 (S)609601</li> </ul>

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>relationships with relevant stakeholders and clients.</p> <ul style="list-style-type: none"> <li>• They are organised, responsive, approachable, resourceful, and service-oriented leaders who can multitask and manage operations effectively.</li> </ul> <p>Critical Work Function / Key Tasks</p> <ul style="list-style-type: none"> <li>• Manage cleaning services</li> <li>• Develop and review operation plans to improve work procedures and quality service delivery.</li> <li>• Facilitate budget planning for cleaning operations.</li> <li>• Ensure teams adhere to safety measures during cleaning operations.</li> <li>• Manage cleaning operations and liaise with clients to ensure quality service delivery.</li> <li>• Evaluate relevant data to propose recommendations for cleaning process improvement.</li> <li>• Implement strategic plans to improve relationships with clients.</li> </ul> <p>Manage Incidents</p> <ul style="list-style-type: none"> <li>• Make critical decisions to resolve major incidents and emergencies.</li> <li>• Analyse and manage major incidents and emergencies in collaboration with relevant persons.</li> <li>• Manage and report incident and emergency investigations.</li> <li>• Review incident and emergency reports.</li> </ul>	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>Manage inventory, equipment and maintenance schedule</p> <ul style="list-style-type: none"> <li>• Ensure sufficient stock of materials and equipment supplies.</li> <li>• Plan and select appropriate equipment and/or technologies and supplies for project sites.</li> <li>• Evaluate the identified and recommended equipment and/or technologies suitable for business operations.</li> <li>• Oversee the control and allocation of resources to project sites.</li> </ul> <p>Managing Cleaning Teams</p> <ul style="list-style-type: none"> <li>• Manage the planning of work schedules and deployment of manpower.</li> <li>• Manage the capability development of staff.</li> <li>• Develop plans to promote good teamwork in alignment with organisational core values.</li> </ul> <p>Managing Contracts</p> <ul style="list-style-type: none"> <li>• Manage internal and external parties during contract development to analyse and solidify an overall contract strategy.</li> <li>• Oversee the preparation of tender specifications and quotations for cleaning operations.</li> <li>• Manage negotiating terms, conditions and pricing and ensure they are accurately executed and satisfied.</li> <li>• Review guidelines on contractual clauses to mitigate contract conflicts.</li> </ul>	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Manage existing and contract conflicts.</li> <li>• Analyse potential contract risks arising from contract changes.</li> <li>• Manage actions with internal procurement and legal teams if required.</li> </ul>	
<b>Assistant Quantity Surveyor</b> 	<ul style="list-style-type: none"> <li>• Degree / Diploma in Building / Quantity Surveying.</li> <li>• At least 3 years of working experience in building/ quantity surveying experience.</li> <li>• Pro-active attitude.</li> <li>• Fresh graduates are welcome to apply.</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for quantity take-off and cost estimation.</li> <li>• Preparation of tender submission with specific deadline.</li> <li>• Source, negotiate and award of contracts to vendors.</li> <li>• Responsible for material order processing and cost control.</li> <li>• Evaluate and process vendors claims.</li> <li>• Prepare progress claims for submission in timely manner.</li> <li>• Finalise project accounts with clients and vendors.</li> <li>• Any other duties as assigned by Contracts Director / Manager.</li> <li>• Experience in pre &amp; post contract-administration.</li> <li>• Prepare cost submission / pricing / quantity take off / cost evaluation.</li> <li>• Be meticulous, analytical with excellent problem-solving skills, proactive, a good team player &amp; able to meet tight deadlines.</li> <li>• Able to carry out procurement and cost management processes.</li> <li>• Source for subcontractors and suppliers.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5.5 days/ week 9am - 6pm, 9am - 1pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 2 Jurong East Street 21 (S)609601</li> </ul>
<b>AV &amp; Event Manager</b> 	<b>Qualifications</b> <ul style="list-style-type: none"> <li>• Diploma or Degree in Audio-Visual Technology, Electrical/</li> </ul>	<b>Job Purpose</b> <ul style="list-style-type: none"> <li>• The AV &amp; Events Manager leads the end-to-end delivery of audio visual and event</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5.5 days/ week</li> </ul>

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>Electronic Engineering, Media Technology, Information Technology, Broadcast/Media Production, or an equivalent technical discipline.</p> <ul style="list-style-type: none"> <li>• Candidates with strong practical AV/event leadership experience may be considered in lieu of degree requirements.</li> </ul> <p>Experience</p> <ul style="list-style-type: none"> <li>• Minimum 5 years of relevant experience in AV, event operations, and logistics support (preferably in multi-venue environments such as campuses, convention facilities, or public venues).</li> <li>• Proven experience managing IP-based AV technologies and modern AV systems.</li> </ul> <p>Technical Competencies</p> <ul style="list-style-type: none"> <li>• Strong working knowledge of audio-visual systems, sound systems, lighting systems, and event/exam venue setups.</li> <li>• Familiarity or hands-on experience with centralised AV control/monitoring and asset management systems (e.g., Extron, Wolfvision or equivalent).</li> <li>• Ability to troubleshoot AV issues under time pressure and coordinate vendor support when needed.</li> </ul>	<p>operations across campus venues and teaching spaces.</p> <ul style="list-style-type: none"> <li>• The role governs AV systems lifecycle (from cost estimation and procurement to asset management, preventive maintenance, and disposal), coordinates event/exam setups and ensures operational readiness and service excellence through a trained, well rostered team and managed vendor ecosystem.</li> <li>• Where applicable, the environment leverages IP based AV infrastructure and centralised control/monitoring platforms (e.g., Extron GVE; WolfVision vSolution Link Pro).</li> </ul> <p>Key Responsibilities</p> <p>1. AV &amp; Event Operations</p> <ul style="list-style-type: none"> <li>• Plan, coordinate, set up, operate, monitor, and troubleshoot Audio-Visual, Sound, and Lighting systems for on-site events/exams; manage feedback during live operations, including emergency breakdown response and immediate rectification.</li> <li>• Conduct venue readiness checks (sound, lighting, projection, control) to ensure “event/exam-ready” state at least one day in advance; where setup time is constrained, establish N-2 readiness as the benchmark.</li> <li>• Maintain high standards of show control, recording/streaming (where applicable), and live mix quality; drive</li> </ul>	<p>9am - 6pm, 9am - 1pm</p> <ul style="list-style-type: none"> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 2 Jurong East Street 21 (S)609601</li> </ul>

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>Core Skills</p> <ul style="list-style-type: none"> <li>• Strong planning, coordination, and stakeholder management skills.</li> <li>• Good documentation discipline (maintenance logs, inventory records, monthly reporting).</li> <li>• People leadership skills to manage technicians and train ad-hoc crews.</li> <li>• Cost estimation and procurement capability (evaluation, vendor coordination, scheduling).</li> </ul> <p>Work Schedule &amp; Conditions</p> <ul style="list-style-type: none"> <li>• Standard hours with extended/split shifts, evenings, weekends, and public holidays as events/exams require; on call/standby rotations for critical coverage.</li> <li>• Physical activity includes lifting, rigging assistance, and frequent movements across campus venues.</li> </ul>	<p>post-event reviews for continual improvement.</p> <p>2. Centralised Control &amp; Systems Operations</p> <ul style="list-style-type: none"> <li>• Oversee and continually uplift team proficiency on the site’s AV Asset Management &amp; Centralised Control &amp; Monitoring System; ensure healthy system baselines, alarms triage, and remote support response.</li> </ul> <p>3. Asset, Inventory &amp; Logistics Governance</p> <ul style="list-style-type: none"> <li>• Own the AV equipment &amp; store inventory (loaning processes, chain-of-custody, storage, and safekeeping).</li> <li>• Ensure accurate point-to-point transfer controls, loss prevention, and timely return/turnaround of loaned assets aligned to the Equipment &amp; Store Inventory Listing.</li> </ul> <p>4. Preventive Maintenance &amp; Repairs</p> <ul style="list-style-type: none"> <li>• Develop and manage the quarterly preventive maintenance plan for all equipment; publish the maintenance timetable to the SO for review and approval before execution.</li> <li>• Issue monthly maintenance reports (equipment serviced, faults, corrective actions, parts used).</li> <li>• Maintain comprehensive checklists and service/repair records; escalate vendor repairs and warranty claims effectively.</li> </ul> <p>5. Procurement, Budgeting &amp; Costing</p>	


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Perform cost estimation, options analysis and manage procurement (sourcing, technical evaluation, vendor management) of AV systems, parts and services, in line with client requirements and procurement policy.</li> <li>6. Team Leadership &amp; Training                             <ul style="list-style-type: none"> <li>• Lead, roster and develop an AV &amp; Events team (including supervisors/technicians) for multi-venue concurrency; manage standby coverage during events/exams and coordinate cross-deployment.</li> <li>• Train and certify ad-hoc AV technicians engaged for sound/lighting operations; implement skill matrices and SOPs to standardise delivery.</li> </ul> </li> <li>7. Stakeholder &amp; Vendor Management                             <ul style="list-style-type: none"> <li>• Work closely with client stakeholders, faculty/event owners, facilities teams, external contractors and suppliers for setup and dismantling; ensure method statements and risk controls are adhered to.</li> <li>• Provide clear timelines, technical riders, and house rules; drive accountability for handovers/handbacks.</li> </ul> </li> <li>8. Documentation, Compliance &amp; Disposal Governance                             <ul style="list-style-type: none"> <li>• Uphold proper documentation: job logs, incident records, inventory movements, PM checklists, service dockets, and training attendance.</li> <li>• Govern asset disposal strictly under SO instruction; proceed only with approved asset</li> </ul> </li> </ul>	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		disposal forms—no disposal without approval; ensure controlled removal and auditable records. 9. EHS, Quality & Policy Adherence <ul style="list-style-type: none"> <li>• Enforce Workplace Safety &amp; Health (WSH) requirements (lifting, working-at-height, lasers/pyro if applicable), electrical safety, and lock-out/tag-out practices; comply with client/Company AUP/handbook and site procedures.</li> <li>• Ensure work practices, job ads and hiring support comply with MOM/TAFEP guidelines when coordinating ad-hoc manpower.</li> </ul> 10. Other Duties <ul style="list-style-type: none"> <li>• Ad hoc duties when required</li> </ul>	
<b>Cleaning Crew</b>	<ul style="list-style-type: none"> <li>• No formal qualification, required</li> <li>• Working days - Between 5 to 6 days</li> </ul>	<ul style="list-style-type: none"> <li>• General cleaning duties.</li> <li>• Vacuuming, sweeping, and mopping floors of various types.</li> <li>• Dusting ceilings, light fittings, countertops, and loose furniture.</li> <li>• Scrubbing and sanitizing toilets, sinks and fixtures.</li> <li>• Emptying waste bins.</li> <li>• Washing and drying windows</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 - 6 days/ week 9am - 6pm, 9am - 1pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 2 Jurong East Street 21 (S)609601</li> </ul>
<b>Cleaning Supervisor</b>	<ul style="list-style-type: none"> <li>• 2 years' experience in relevant industry will have an added advantage.</li> <li>• Good communication skills, both written and spoken.</li> <li>• Team player, able to work independently</li> </ul>	<ul style="list-style-type: none"> <li>• Check equipment condition.</li> <li>• Monitor the Service team.</li> <li>• Coordinate and liaise with clients at work site.</li> <li>• Facilitate effective communication and engagement at the workplace.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5.5 days/ week 9am - 6pm, 9am - 1pm</li> <li>• <b>Employment Type:</b> Full Time</li> </ul>

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>with minimal supervision.</p>	<ul style="list-style-type: none"> <li>• Handle complaints and feedback from clients.</li> <li>• Handle reassignment of tasks when needed.</li> <li>• Identify training needs for all soft-skill staff.</li> <li>• Inspect work done daily.</li> <li>• Monitor and follow up on compliance with cleaning procedures, workplace safety and tender specifications.</li> <li>• Monitor cleaning material stock level and re-order materials, if required.</li> <li>• Provide help and guidance to immediate reports.</li> <li>• Submit report, if required.</li> <li>• Any other ad hoc duties as and when required.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 2 Jurong East Street 21 (S)609601</li> </ul>
<p><b>Condominium/ Building / Complex Manager (MCST)</b> </p>	<ul style="list-style-type: none"> <li>• Education: Diploma/ Degree in real estate management, business administration, or a related field.</li> <li>• Certification: Relevant certifications from institutions like SISV, BCA, or equivalent.</li> <li>• Experience: Experience in property management, particularly in strata-living contexts. Minimum five (5) years of experience.</li> <li>• Legal Knowledge: Familiarity with regulations governing MCSTs, e.g. BMSMA.</li> <li>• Computer Literacy: Competence in property management software and office applications.</li> </ul>	<p><b>Key Responsibilities:</b></p> <ol style="list-style-type: none"> <li>1) Maintenance and Repairs: Manage the upkeep of the building, including common areas, facilities, and landscaping, ensuring that all areas are safe and well-maintained.</li> <li>2) Budget Management: Prepare and manage the annual budget for building operations, including maintenance and repairs, and ensure financial efficiency.</li> <li>3) Stakeholder Relations: Serve as the main point of contact for stakeholders, addressing their concerns and coordinating with the MCST council on issues affecting the community.</li> <li>4) Contract Management: Negotiate and oversee contracts with vendors for</li> </ol>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5.5 days/ week 9am - 6pm, 9am - 1pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 2 Jurong East Street 21 (S)609601</li> </ul>

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>services such as security, cleaning, and landscaping.</p> <p>5) Compliance: Ensure the building operations comply with local laws and regulations, including safety standards and building codes.</p> <p>6) Emergency Management: Develop and implement emergency procedures and promptly manage and respond to emergencies.</p> <p>7) Meeting Coordination: Organize and facilitate the Annual General Meeting (AGM) and monthly council meetings. Prepare agendas, reports, and minutes for meetings, ensuring timely distribution and follow-up on action items.</p>	
<p><b>Facilities &amp; Front Desk Coordinator</b></p>	<ul style="list-style-type: none"> <li>• Minimum N/O Levels, NITEC/Higher NITEC, Diploma or equivalent; relevant experience is an advantage.</li> <li>• Experience in reception, customer service, service desk/helpdesk, call centre, or workplace operations preferred.</li> <li>• Comfortable with basic systems (email, MS Office/Google Workspace; ticketing tools a plus).</li> <li>• Strong service mindset with good communication and interpersonal skills.</li> <li>• Calm under pressure with attention to detail;</li> </ul>	<p>About the Role</p> <ul style="list-style-type: none"> <li>• We are looking for a professional and service-oriented Front Desk &amp; Service Desk Associate to support daily operations at a client site in the one-north area.</li> <li>• You will be the first point of contact for visitors and staff, providing front-of-house reception services and service desk support (administrative), ensuring a smooth and positive workplace experience.</li> </ul> <p>Key Responsibilities</p> <p><b>Front Desk / Reception Services</b></p> <ul style="list-style-type: none"> <li>• Manage the reception counter and provide a warm, professional welcome to visitors and stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 12-hour rotating shifts, rostered based on operational requirements (e.g., day/ night rotation). Includes weekends and public holidays as required.</li> </ul> <p>Shift allowance/ OT (if applicable) will be shared during the hiring process.</p> <ul style="list-style-type: none"> <li>• <b>Employment Type:</b> Full Time (Shift-based)</li> </ul>

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>able to follow SOPs and security protocols.</p> <ul style="list-style-type: none"> <li>• Able to commit to 12-hour rotating shift work reliably.</li> <li>• Work pass holders welcome (subject to prevailing regulations and eligibility).</li> </ul> <p>Preferred (Nice to Have)</p> <ul style="list-style-type: none"> <li>• Familiarity with meeting room AV/VC (Teams/ Zoom rooms), printers, and access/ visitor management systems.</li> <li>• Experience coordinating vendors and handling facilities/ service requests.</li> <li>• Ability to communicate in English and at least one other language is an advantage.</li> </ul>	<ul style="list-style-type: none"> <li>• Handle visitor registration, verification, and access procedures in accordance with site policies.</li> <li>• Answer incoming calls, general enquiries, and email requests; route/escalate appropriately.</li> <li>• Support meeting room coordination (e.g., bookings, directions, and basic set-up requests as required).</li> <li>• Maintain reception area readiness (signage, forms, supplies) and uphold professional standards.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> one-north area</li> </ul>
<p><b>Facilities Helpdesk Coordinator</b> (Part Time)</p>	<p>Preferred competencies and qualifications</p> <ul style="list-style-type: none"> <li>• Prior experience in helpdesk, customer service, or facilities coordination roles</li> <li>• Ability to communicate professionally and handle inquiries with good interpersonal skills</li> <li>• Capability to multitask, stay organised, and manage follow-up effectively</li> <li>• Basic knowledge of building services or facilities operations</li> <li>• Familiarity with CMMS or other ticketing systems</li> </ul> <p>Work Schedule Flexibility:</p>	<p>Job Summary</p> <ul style="list-style-type: none"> <li>• We are seeking a responsible and service-oriented Facilities Helpdesk Coordinator to manage feedback, service requests, and incident reports related to building and facilities operations.</li> <li>• This role acts as the first point of contact for users, ensuring timely coordination with the relevant teams to address and resolve issues effectively.</li> </ul> <p>Responsibilities</p> <ul style="list-style-type: none"> <li>• Operate the facilities helpdesk to receive, log, track, and manage all user feedback, service requests, and issues via phone, email, WhatsApp, Telegram, chatbot, or other platforms</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5.5 days/ week, 9am - 6pm, 9am - 1pm</li> <li>• <b>Employment Type:</b> Part-Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 2 Jurong East Street 21 (S)609601</li> </ul>


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>We understand the importance of work-life balance and offer flexibility for this role.</li> <li>Candidates who prefer part-time arrangements, night shifts (6PM to 11PM), or are only available on weekends are welcome to apply.</li> <li>We are open and adaptable to accommodate different schedules.</li> </ul>	<ul style="list-style-type: none"> <li>Route urgent issues such as faults, defects, breakdowns, and emergencies to the appropriate maintenance staff or contractors for prompt resolution</li> <li>Provide regular updates and closure notifications to users on feedback, clearly communicating actions taken and resolution timelines</li> <li>Manage requests and responses related to general services, event support, faults, complaints, maintenance issues, temporary service adjustments, emergency incidents, and alarm monitoring</li> <li>Maintain accurate records of all reported issues in the Computerised Maintenance Management System (CMMS) or equivalent platforms to ensure data integrity</li> <li>Categorise and prioritise feedback based on service level agreements and urgency to support effective issue resolution</li> <li>Prepare and submit monthly reports summarising service requests, complaints, incidents, and resolutions to inform management decisions</li> </ul>	
<p><b>Facilities Helpdesk Coordinator (8 hrs shift)</b></p>	<ul style="list-style-type: none"> <li>Prior experience in helpdesk, customer service, or facilities coordination roles is preferred.</li> <li>Good communication and interpersonal skills, with the ability to handle inquiries professionally.</li> </ul>	<ul style="list-style-type: none"> <li>We are seeking a responsible and service-oriented Facilities Helpdesk Coordinator to manage feedback, service requests, and incident reports related to building and facilities operations.</li> <li>This role acts as the first point of contact for users, ensuring timely coordination with the</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5 days/ week, 8 hrs rotating</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Job Type:</b> Permanent</li> </ul>

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Able to multitask, stay organised, and manage follow-up effectively.</li> <li>• Basic knowledge of building services or facilities operations is an advantage.</li> <li>• Familiarity with CMMS or other ticketing systems is a plus.</li> <li>• (8 hours shift)</li> </ul>	<p>relevant teams to address and resolve issues effectively.</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> <li>• Operate the facilities helpdesk to receive, log, track, and manage all user feedback, service requests, and issues via phone, email, WhatsApp, Telegram, chatbot, or other platforms.</li> <li>• Route urgent issues such as faults, defects, breakdowns, and emergencies to the appropriate maintenance staff or contractors.</li> <li>• Provide regular updates and closure on feedback to users, ensuring clear communication on actions taken and resolution timelines.</li> <li>• Manage requests and responses related to:                             <ul style="list-style-type: none"> <li>• General services and event support Faults, complaints, and maintenance related issues</li> <li>• Temporary service adjustments</li> <li>• Emergency incidents and alarm monitoring</li> </ul> </li> <li>• Maintain accurate records of all reported issues in the Computerised Maintenance Management System (CMMS) or equivalent platforms.</li> <li>• Categorise and prioritise feedback based on service level agreements and urgency.</li> <li>• Prepare and submit monthly reports on service requests, complaints, incidents, and resolutions.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Location:</b> 2 Jurong East Street 21 (S)609601</li> </ul>


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<p><b>Facilities Management Executive</b> </p>	<ul style="list-style-type: none"> <li>• Diploma or equivalent in Facilities Management, Building Services, Mechanical/ Electrical Engineering, or a related field.</li> <li>• 3 years of relevant facilities/building management experience preferred (commercial building exposure is a plus).</li> <li>• Working knowledge of Singapore regulatory and compliance requirements (BCA, SCDF, NEA, WSH; familiarity with Fire Code and BMSMA is advantageous).</li> <li>• Experience coordinating contractors and overseeing onsite works safely and effectively.</li> <li>• Able to read and interpret basic technical drawings, checklists, and maintenance reports.</li> <li>• Familiarity with FM software/CMMS and systems such as BMS and fire alarm panels is an advantage.</li> <li>• Strong communication skills, attention to detail, and a service-oriented mindset.</li> <li>• Comfortable responding to urgent issues and participating in emergency preparedness activities.</li> </ul>	<ul style="list-style-type: none"> <li>• We are seeking a Facilities Management Executive to support the effective daily operations, maintenance, and compliance of our building facilities in accordance with Singapore’s regulatory requirements and service standards.</li> <li>• This role works closely with internal stakeholders and external service providers to ensure a safe, functional, and customer-focused environment for all building users.</li> </ul> <p>Key Responsibilities</p> <p>1) Daily Operations</p> <ul style="list-style-type: none"> <li>• Support day-to-day facilities operations and coordinate with internal teams and service providers.</li> <li>• Ensure essential building systems (M&amp;E, fire protection systems, lifts, water supply, etc.) operate efficiently and reliably.</li> </ul> <p>2) Inspections &amp; Compliance</p> <ul style="list-style-type: none"> <li>• Conduct regular inspections of premises, M&amp;E systems, common areas, landscaping, and car parks.</li> <li>• Identify and report defects, safety hazards, and non-compliance issues.</li> <li>• Ensure works comply with relevant requirements and guidelines, including BCA, SCDF, NEA, Fire Code, BMSMA, and WSH standards.</li> </ul> <p>3) Maintenance Planning</p> <ul style="list-style-type: none"> <li>• Assist with planning and scheduling preventive,</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5.5 days/ week, 9am - 6pm, 9am - 1pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 2 Jurong East Street 21 (S)609601</li> </ul>

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>corrective, and ad hoc maintenance works.</p> <ul style="list-style-type: none"> <li>• Monitor and support rectification of issues relating to HVAC, electrical systems, plumbing, and civil/structural maintenance.</li> </ul> <p>4) Contractor &amp; Vendor Management</p> <ul style="list-style-type: none"> <li>• Supervise contractors/ vendors onsite to ensure service quality, safe work practices, and timely delivery.</li> <li>• Review work permits, risk assessments, and method statements prior to work commencement.</li> </ul> <p>5) Fit Out &amp; Project Monitoring</p> <ul style="list-style-type: none"> <li>• Monitor tenancy fit-out activities to ensure compliance with building guidelines and safety requirements.</li> <li>• Coordinate with stakeholders on renovation, A&amp;A, and improvement works.</li> </ul> <p>6) Records &amp; Systems Management</p> <ul style="list-style-type: none"> <li>• Maintain accurate maintenance records, asset registers, stock inventory, and permits using FM systems/ CMMS.</li> <li>• Support operations involving BMS, fire alarm panels, and other critical systems, including incident response and escalation.</li> </ul> <p>7) Support Services Oversight (Soft Services)</p>	


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Oversee cleaning, security, landscaping, pest control, and car park operations.</li> <li>• Conduct periodic vendor performance reviews to ensure SLAs are met.</li> </ul> <p>8) Emergency Response</p> <ul style="list-style-type: none"> <li>• Serve as a first responder during building emergencies, supporting evacuations and fire alarm activations.</li> <li>• Participate in emergency preparedness drills, audits, and SCDF-related requirements.</li> </ul> <p>9) Other Duties</p> <ul style="list-style-type: none"> <li>• Carry out additional tasks assigned by the Facilities Manager/Account Manager as needed.</li> </ul>	
<p><b>Facilities Manager (SFSM)</b> </p>	<ul style="list-style-type: none"> <li>• Minimum 5 years of relevant experience, preferably in a higher-learning institute or campus environment.</li> <li>• Mandatory: Valid Senior Fire Safety Manager (SFSM) certification.</li> <li>• Diploma/Degree in Facilities Management, Engineering, Building Services or related fields.</li> <li>• Strong knowledge of building systems, fire safety regulations and FM operations.</li> <li>• Experience in vendor management, contract administration and FM digital systems (e.g., CMMS).</li> <li>• Strong communication, analytical, stakeholder</li> </ul>	<ul style="list-style-type: none"> <li>• We are seeking an experienced Facilities Manager cum Senior Fire Safety Manager (SFSM) to oversee the full spectrum of facilities, maintenance, safety, and fire protection operations across our campus.</li> <li>• This role is ideal for candidates who thrive in a higher-learning environment, ensuring that campus users—students, staff, and visitors—enjoy a safe, efficient, and well-maintained environment.</li> </ul> <p>Key Responsibilities Facilities Management</p> <ul style="list-style-type: none"> <li>• Oversee preventive, corrective and reactive maintenance for building systems and infrastructure.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5.5 days/ week, 9am - 6pm, 9am - 1pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 2 Jurong East Street 21 (S)609601</li> </ul>

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>management and problem-solving skills.</p> <ul style="list-style-type: none"> <li>• Able to lead teams, handle emergencies and manage multiple priorities.</li> </ul>	<ul style="list-style-type: none"> <li>• Develop and implement FM SOPs, maintenance plans, audits, and incident response procedures.</li> <li>• Optimise use of space, assets, resources, and utilities to support operational efficiency.</li> <li>• Conduct regular site inspections to ensure quality, compliance and seamless daily operations.</li> </ul> <p>Vendor &amp; Contract Management</p> <ul style="list-style-type: none"> <li>• Manage service providers to ensure quality performance and compliance with SLAs.</li> <li>• Review quotations, tenders, maintenance contracts and procurement requirements.</li> <li>• Monitor contract performance, cost control and budget adherence.</li> </ul> <p>Fire Safety Management (SFSM Duties)</p> <ul style="list-style-type: none"> <li>• Lead the organisation’s fire safety strategy in accordance with SCDF requirements.</li> <li>• Oversee fire protection systems, Fire Certificate renewal, equipment readiness and maintenance.</li> <li>• Conduct risk assessments, hazard identification, CERT equipment management and emergency drills.</li> <li>• Ensure campus-wide adherence to fire safety regulations and best practices.</li> </ul> <p>Compliance, Safety &amp; Environmental Standards</p>	


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Ensure compliance with SCDF, MOM, WSH, QEMS and internal standards.</li> <li>• Prepare safety, environmental and incident reports; conduct investigations when required.</li> <li>• Promote sustainability initiatives and smart FM solutions.</li> </ul> <p>Stakeholder Engagement</p> <ul style="list-style-type: none"> <li>• Liaise closely with school departments, management, contractors, and external agencies.</li> <li>• Provide timely response to feedback, incidents, and operational requests.</li> </ul> <p>Team Leadership</p> <ul style="list-style-type: none"> <li>• Lead and develop facilities teams, ensuring adequate manpower, training and performance.</li> <li>• Encourage continuous improvement, innovation and service excellence.</li> </ul>	
<p><b>Facilities Officer</b></p> 	<ul style="list-style-type: none"> <li>• Min Nitec in Electrical/ Mechanical Engineering with 1 years' experience.</li> </ul>	<p>The duties of the Facility Officer shall include but not limited to the following:</p> <ol style="list-style-type: none"> <li>1. Working in a team to manage daily works.</li> <li>2. Involve in inspection of horticultural works, upgrading building projects and building maintenance issues.</li> <li>3. Liaising with contractors and attending to improvement works and feedback from the customers.</li> <li>4. In addition, you are required to participate in various meetings with the customers and assist the Account Managers in</li> </ol>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5.5 days/ week, 9am - 6pm, 9am - 1pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 2 Jurong East Street 21 (S)609601</li> </ul>

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		management reporting as required by the customers. 5. Perform routine daily inspections around the building and surrounding areas to check for building defects, safety issues and non-compliance of building regulations. 6. Plan and schedule preventive maintenance and identify improvement works. 7. Supervise the contractor's works. 8. Update maintenance records and stock inventory in the system. 9. Attend to tenants' requests, feedback and complaints. 10. Monitor tenancy fit-out and building improvement works. 11. Response/Operate the fire alarm system. 12. Oversee the operations for cleaning services, security system, landscaping, pest control and carpark operations. 13. Any other duties as assigned	
<b>General Cleaner (SG Enable)</b>	<ul style="list-style-type: none"> <li>• No formal qualification, required</li> <li>• Working days - Between 5 to 6 days</li> </ul>	<ul style="list-style-type: none"> <li>• General cleaning duties.</li> <li>• Vacuuming, sweeping, and mopping floors of various types.</li> <li>• Dusting ceilings, light fittings, countertops, and loose furniture.</li> <li>• Scrubbing and sanitizing toilets, sinks and fixtures.</li> <li>• Emptying waste bins.</li> <li>• Washing and drying windows</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 - 6 days/ week, 9am - 6pm, 9am - 1pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 2 Jurong East</li> </ul>


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<p><b>Infrastructure End Point Specialist</b> </p>	<ul style="list-style-type: none"> <li>• Diploma in Information Technology or related field, or equivalent work experience.</li> <li>• 2+ years of experience in IT endpoint management or infrastructure support.</li> <li>• Hands-on experience with endpoint management platforms (e.g., Microsoft Intune, SCCM, Jamf).</li> <li>• Strong knowledge of Windows and macOS administration and deployment.</li> <li>• Familiarity with endpoint security technologies and best practices (e.g. antivirus/EDR, device encryption).</li> <li>• Experience with automation and scripting languages (PowerShell, Python, Bash).</li> <li>• Strong problem-solving, troubleshooting, and root cause analysis skills.</li> <li>• Excellent communication and collaboration abilities.</li> <li>• Ability to work independently and as part of a team, occasionally outside regular working hours.</li> <li>• Relevant certifications (e.g., CompTIA Security+, Microsoft 365, CISSP) are a plus.</li> </ul>	<ul style="list-style-type: none"> <li>• The Infrastructure Endpoint Specialist is responsible for designing, implementing, managing, and supporting the company’s endpoint devices and underlying infrastructure.</li> <li>• This role ensures seamless operation, security, and compliance of endpoints—including desktops, laptops, mobile devices, and virtual machines—across Windows, macOS, and other platforms, working in close coordination with security, IT, and business teams.</li> </ul> <p>Key Responsibilities</p> <p>Endpoint Administration:</p> <ul style="list-style-type: none"> <li>• Manage and maintain endpoint devices (Windows, macOS, iOS, Android), ensuring optimal performance and security compliance</li> <li>• Oversee deployment, configuration, updates, and patch management using tools such as Microsoft Intune, Jamf, SCCM, or similar platforms.</li> </ul> <p>Security &amp; Compliance:</p> <ul style="list-style-type: none"> <li>• Implement and monitor endpoint security controls, including endpoint detection and response (EDR), antivirus, and device encryption solutions.</li> <li>• Enforce security policies and ensure compliance with organizational and regulatory requirements.</li> </ul>	<p>Street 21 (S)609601</p> <ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5.5 days/ week, 9am - 6pm, 9am - 1pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 2 Jurong East Street 21 (S)609601</li> </ul>

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>Preferred Experience</p> <ul style="list-style-type: none"> <li>• Exposure to cloud-based endpoint management solutions (e.g., Microsoft 365, Azure AD)</li> <li>• Experience managing endpoint environments (100+ devices)</li> <li>• Prior involvement in endpoint security incident response and remediation.</li> </ul>	<p>Incident &amp; Problem Management:</p> <ul style="list-style-type: none"> <li>• Troubleshoot endpoint issues, respond to incidents, and resolve escalated tickets related to endpoint devices.</li> <li>• Conduct root cause analysis and implement preventative solutions when necessary.</li> </ul> <p>Automation &amp; Process Improvement:</p> <ul style="list-style-type: none"> <li>• Develop and implement automation scripts for deployment and configuration tasks (e.g., using PowerShell, Python).</li> <li>• Continuously improve endpoint management processes, workflows, and documentation.</li> </ul> <p>Collaboration:</p> <ul style="list-style-type: none"> <li>• Work with infrastructure architects to ensure endpoint solutions integrate with infrastructure, security policies, and standards.</li> <li>• Engage vendors for solution evaluation, upgrades, and technical support as required.</li> </ul> <p>Asset &amp; Configuration Management:</p> <ul style="list-style-type: none"> <li>• Maintain up-to-date inventory and documentation of all endpoints and their configurations.</li> <li>• Support software license management, device disposals, and lifecycle tracking.</li> </ul> <p>Training &amp; Support:</p>	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Deliver training and support to end-users on endpoint-related topics.</li> <li>• Provide technical escalation and guidance to other IT team members.</li> </ul>	
<p><b>Junior AV &amp; Event Technical Officer</b> </p>	<ul style="list-style-type: none"> <li>• NITEC, Higher NITEC, or Diploma in AV Technology, IT, or related fields.</li> <li>• 1–2 years of experience in AV/event support preferred (internships or part-time roles count).</li> <li>• Basic understanding of AV systems and willingness to learn.</li> <li>• Good communication and teamwork skills.</li> <li>• Physically fit and able to work flexible hours, including weekends and evenings.</li> </ul>	<ul style="list-style-type: none"> <li>• We are looking for a motivated and hands on Junior AV &amp; Event Officer to support the setup, operation, and maintenance of audiovisual (AV) systems for events, meetings, and campus activities.</li> <li>• This is an excellent opportunity for someone early in their career to gain practical experience in AV technology and event logistics.</li> </ul> <p>Key Responsibilities</p> <ul style="list-style-type: none"> <li>• Assist in setting up AV equipment for events, meetings, and training sessions.</li> <li>• Operate basic AV systems including microphones, projectors, and video conferencing tools.</li> <li>• Support preventive maintenance and basic troubleshooting of AV equipment.</li> <li>• Help manage AV inventory and ensure equipment is stored and handled properly.</li> <li>• Provide on-site support during live events and assist with logistics.</li> <li>• Work closely with senior AV officers and vendors to ensure smooth event execution.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5.5 days/ week, 9am - 6pm, 9am - 1pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 2 Jurong East Street 21 (S)609601</li> </ul>
<p><b>Junior Admin &amp; Account (MCST)</b></p>	<ul style="list-style-type: none"> <li>• Candidate must possess at least a GCE 'O' Level /</li> </ul>	<ul style="list-style-type: none"> <li>• General billing to send to sub-proprietors and relevant</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b></li> </ul>

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	<p>Nitec / higher Nitec in Business Administration, Accountancy or equivalent.</p> <ul style="list-style-type: none"> <li>• At least 1-2 years of working experience in related field is preferable.</li> <li>• Able to multi-task and work under pressure with sometimes tight reporting timelines.</li> <li>• Proficient in MS Office, especially Excel and other related IT programs.</li> <li>• Willingness to learn with a pleasant disposition.</li> <li>• A team player who is meticulous, self-motivated, independent with a strong sense of responsibility.</li> </ul>	<p>parties within the stipulated timeline.</p> <ul style="list-style-type: none"> <li>• Timely update of receipts to send monthly statements and reminders to sub proprietor within deadlines.</li> <li>• Matching and verification of invoices.</li> <li>• Payment functions including preparation of cheques for payment and dispatch of cheques.</li> <li>• Prepare Section 47(1)(c) certificate, maintain MC strata roll and sub proprietor record, assist in producing attendance list and voting list for AGM.</li> <li>• Support audit preparations, evidence collation, and compliance documentation for year-end audit.</li> <li>• To undertake banking-related matters and other ad hoc duties assigned</li> </ul>	<p>5.5 days/ week, 9am - 6pm, 9am - 1pm</p> <ul style="list-style-type: none"> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 2 Jurong East Street 21 (S)609601</li> </ul>
<p><b>Junior Operation Executive - Environmental Cleaning Services</b> </p>	<ul style="list-style-type: none"> <li>• 2 years of experience in the relevant industry will have an added advantage.</li> <li>• Good communication skills, both written and spoken.</li> <li>• Team player, able to work independently with minimal supervision.</li> <li>• Diploma in Building/ Property Management or equivalent</li> </ul>	<p>Job Purpose/ Key Responsibilities</p> <ul style="list-style-type: none"> <li>• The Cleaning Operations Executive assists with managing cleaning operation duties as directed by the manager.</li> <li>• This includes managing resources, work procedures, service contracts, and work incidents.</li> <li>• They are also required to implement and recommend operation plans to improve the organisation's work processes and service quality.</li> <li>• They work in an office and perform site visits when necessary.</li> <li>• As part of their operational duties, they are expected to</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5.5 days/ week, 9am - 6pm, 9am - 1pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 2 Jurong East Street 21 (S)609601</li> </ul>


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		<p>communicate with relevant stakeholders and clients.</p> <ul style="list-style-type: none"> <li>• They are organised, responsive, approachable, able to multi-task and capable of interacting with stakeholders</li> </ul> <p>Critical Work Function / Key Tasks</p> <p>Manage cleaning services</p> <ul style="list-style-type: none"> <li>• Assist in budget planning for cleaning operations.</li> <li>• Coordinate with supervisor and client to ensure quality service delivery.</li> <li>• Review daily cleaning job reports for submission to management.</li> <li>• Assist in developing and reviewing operation plans to improve work procedures and quality service delivery.</li> <li>• Compile and analyse relevant data to propose recommendations for cleaning process improvement.</li> <li>• Ensure cleaning teams adhere to safety measures during cleaning operations.</li> </ul> <p>Manage Incidents</p> <ul style="list-style-type: none"> <li>• Guide teams to respond to major incidents and emergencies.</li> <li>• Report and update on major incidents and emergencies to the management.</li> </ul> <p>Manage inventory, equipment and maintenance schedule</p> <ul style="list-style-type: none"> <li>• Maintain stock of supplies of materials and equipment.</li> <li>• Identify and recommend suitable equipment and/or</li> </ul>	


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>technologies to improve cleaning operations.</p> <ul style="list-style-type: none"> <li>• Allocate equipment and/or technologies and supplies to project sites.</li> <li>• Implement maintenance schedules for tools and equipment.</li> </ul> <p>Managing Cleaning Teams</p> <ul style="list-style-type: none"> <li>• Facilitate effective work processes.</li> <li>• Facilitate the capability development of staff</li> <li>• Facilitate planning of work schedules and deployment of manpower.</li> </ul> <p>Managing Contracts</p> <ul style="list-style-type: none"> <li>• Ensure contractual payments are followed up.</li> <li>• Liaise between internal and external parties to analyse and solidify an overall contract strategy.</li> <li>• Interpret tender specifications and prepare quotations for cleaning operations.</li> <li>• Report potential risks on contractual changes to the management.</li> <li>• Assist in resolving existing contract conflicts.</li> <li>• Raise requests for purchases as required within agreed limits.</li> <li>• Ensure that budget guidelines set are followed and deviation to these should be communicated with explanations.</li> <li>• Assist in negotiating terms, conditions and pricing and ensure they are accurately executed and satisfied.</li> </ul>	


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Ad hoc duties may be required on an as-needed basis.</li> </ul>	
<p><b>Property Executive (MCST)</b> </p>	<ul style="list-style-type: none"> <li><b>Education:</b> Diploma/ WSQ Diploma in real estate management, business administration, or a related field.</li> <li><b>Certification:</b> Relevant certifications from institutions like SISV, BCA, or equivalent.</li> <li><b>Experience:</b> Experience in property management, particularly in strata-living contexts.</li> <li><b>Legal Knowledge:</b> Familiarity with regulations governing MCSTs, e.g. BMSMA.</li> <li><b>Computer Literacy:</b> Competence in property management software and office applications.</li> </ul>	<ul style="list-style-type: none"> <li>The Building/Property Executive oversees and enhances the management of residential or commercial properties governed by a strata title.</li> <li>These responsibilities are crucial for the efficient management and operation of the properties under the MCST, contributing to a positive living or working environment for all residents and owners.</li> </ul> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> <li><b>Strategic Management:</b> Overseeing, developing, and implementing property management strategies to enhance asset value.</li> <li><b>Operational Leadership:</b> Leading the property management team, including Property Officers and other staff, in day-to-day operations.</li> <li><b>Stakeholder Relations:</b> Building and maintaining relationships with key stakeholders, including property owners, tenants, and service providers.</li> <li><b>Financial Oversight:</b> Managing budgets, financial planning, and reporting for the property.</li> <li><b>Contract Administration:</b> Overseeing the negotiation and management of contracts with external vendors.</li> <li><b>Compliance and Risk Management:</b> Ensuring all property operations comply</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5.5 days/ week, 9am - 6pm, 9am - 1pm</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> 2 Jurong East Street 21 (S)609601</li> </ul>


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		with local regulations and standards and managing risks associated with property management. <ul style="list-style-type: none"> <li>Ad hoc duties may be required on an as-needed basis</li> </ul>	
<b>Property Officer (MCST)</b> 	<ul style="list-style-type: none"> <li><b>Education:</b> Diploma/ WSQ Diploma in real estate management, business administration, or a related field.</li> <li><b>Certification:</b> Relevant certifications from institutions like SISV, BCA, or equivalent.</li> <li><b>Experience:</b> Experience in property management, particularly in strata-living contexts.</li> <li><b>Legal Knowledge:</b> Familiarity with regulations governing MCSTs, e.g. BMSMA.</li> <li><b>Computer Literacy:</b> Competence in property management software and office applications.</li> </ul>	<ul style="list-style-type: none"> <li>The Property Officer's focus is on ensuring the smooth operation of the property, improving resident satisfaction, and maintaining property value.</li> <li>These responsibilities are crucial for the efficient management and operation of the properties under the MCST, contributing to a positive living or working environment for all residents and owners.</li> </ul> <p><b>Key Responsibilities:</b></p> <ul style="list-style-type: none"> <li><b>Maintenance and Upkeep:</b> Ensuring regular maintenance and repair of communal facilities.</li> <li><b>Financial Management:</b> Assisting in budget preparation, managing expenditure, and overseeing service charge collections.</li> <li><b>Regulatory Compliance:</b> Ensuring the property complies with local building codes, safety regulations, and environmental laws.</li> <li><b>Communication and Coordination:</b> Acting as a liaison between the Management Corporation, residents, and other stakeholders.</li> <li><b>Contract Management:</b> Negotiating and managing contracts with various service providers.</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5.5 days/ week, 9am - 6pm, 9am - 1pm</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> 2 Jurong East Street 21 (S)609601</li> </ul>


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Record Keeping: Maintaining accurate records of all management activities, including financial transactions and maintenance logs.</li> <li>Emergency Response: Coordinating with emergency services and implementing procedures during emergencies.</li> <li>Ad hoc duties may be required on an as-needed basis.</li> </ul>	
<p><b>Quantity Surveyor</b> </p>	<ul style="list-style-type: none"> <li>Degree / Diploma in Building / Quantity Surveying.</li> <li>At least 3 years of working experience in building/ quantity surveying experience.</li> <li>Pro-active attitude</li> </ul>	<ul style="list-style-type: none"> <li>Responsible for quantity take-off and cost estimation.</li> <li>Preparation of tender submission with specific deadline.</li> <li>Source, negotiate and award of contracts to vendors.</li> <li>Responsible for material order processing and cost control.</li> <li>Evaluate and process vendors claims.</li> <li>Prepare progress claims for submission in timely manner.</li> <li>Finalise project accounts with clients and vendors.</li> <li>Any other duties as assigned by Contracts Director / Manager.</li> <li>Experience in pre &amp; post contract-administration.</li> <li>Prepare cost submission / pricing / quantity take off / cost evaluation.</li> <li>Be meticulous, analytical with excellent problem-solving skills, proactive, a good team player &amp; able to meet tight deadlines.</li> <li>Able to carry out procurement and cost management processes.</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5.5 days/ week, 9am - 6pm, 9am - 1pm</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> 2 Jurong East Street 21 (S)609601</li> </ul>


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<p><b>Senior Facilities Manager (IFM)</b>  </p>	<ul style="list-style-type: none"> <li>• Minimum 5 years of experience in a senior facilities management role, with proven experience managing large-scale properties.</li> <li>• Valid Fire Safety Manager (FSM) certification with at least 3 years of FSM experience (if required).</li> <li>• Experience in the successful handover of at least two new developments in the last 5 years.</li> <li>• At least 3 years of experience providing integrated facilities management services to Government Procurement Entities (GPEs) is preferred.</li> <li>• Strong leadership, communication, and stakeholder management skills.</li> <li>• Proficient in FM software and reporting tools.</li> </ul>	<ul style="list-style-type: none"> <li>• Source for subcontractors and suppliers.</li> <li>• We are looking for a highly experienced and proactive Senior Facilities Manager to lead and oversee all aspects of facilities management operations.</li> <li>• This role involves managing a team, coordinating with client representatives and contractors, ensuring regulatory compliance, and driving service excellence across assigned properties.</li> <li>• The ideal candidate will bring strong leadership, technical knowledge, and stakeholder management skills to ensure smooth daily operations and long-term asset performance.</li> </ul> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> <li>• Lead and manage all facilities management functions, including maintenance, inspections, safety, and tenant services.</li> <li>• Liaise with client representatives on outstanding works, defect rectification, and maintenance schedules using appropriate software/tools.</li> <li>• Supervise emergency repairs, breakdowns, and provide technical guidance to teams and subcontractors.</li> <li>• Oversee Permit-to-Work (PTW) processes and ensure compliance with statutory and workplace safety regulations.</li> <li>• Conduct regular statutory and compliance inspections (e.g., fire safety, structural) and</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5.5 days/ week, 9am - 6pm, 9am - 1pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 2 Jurong East Street 21 (S)609601</li> </ul>


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>ensure timely submission of reports.</p> <ul style="list-style-type: none"> <li>• Manage workplace health and safety, including review of risk assessments and conducting spot checks.</li> <li>• Oversee operational reporting, including monthly progress reports, certification of completed works, and variation orders.</li> <li>• Handle complex customer service and tenant-related issues professionally and efficiently.</li> <li>• Support contract administration and operational budgeting as required.</li> <li>• Guide junior staff and contractors to maintain high service delivery standards.</li> <li>• Represent the client in key discussions and manage high-level operational decisions.</li> </ul>	
<p><b>Software Engineer (IoT)</b>  </p>	<ul style="list-style-type: none"> <li>• Bachelor / Master's Degree in Computer Science, Electrical Engineering, or related field</li> <li>• Good electronics background and familiar with embedded system programming in C, C++, and Python language,</li> <li>• Good experience on setting up Arduino IDE for sensor testing,</li> <li>• Good understanding on IoT data formatting, generation, management, and processing,</li> <li>• Comfortable working with Git for version control,</li> </ul>	<ul style="list-style-type: none"> <li>• We are looking for a highly motivated candidate with strong interest in working with IoT and facilities management systems.</li> <li>• We are developing new IoT solutions for smart facility management applications.</li> <li>• The team is exploring new frontiers and developing applications around cutting edge IoT technologies.</li> <li>• The role encompasses using C, C++, and Python programming for the sensor node, LoRa gateway, and fabrication of Internet of Things (IoT) devices.</li> <li>• This role will work with existing developers on maintaining existing IoT</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5.5 days/ week, 9am - 6pm, 9am - 1pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 2 Jurong East Street 21 (S)609601</li> </ul>

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>Self-motivated, problem-solver and ability to work independently and as a member of a team.</li> </ul>	<p>devices &amp; systems and developing new IoT hardware, devices, and systems.</p> <ul style="list-style-type: none"> <li>Candidates with similar skills are welcome to apply.</li> <li>Shortlisted candidates will be contacted for an interview.</li> </ul>	
<p><b>System Administrator</b></p> 	<ul style="list-style-type: none"> <li>Degree/ Diploma in Computer Science/ Information Technology.</li> <li>Basic knowledge of computer networks/ infrastructure</li> <li>Strong analytical and problem-solving skills.</li> <li>Good understanding and possess troubleshooting know-how on IT infrastructure and software.</li> <li>Able to handle sensitive information confidentially.</li> <li>Minimum 2 years of experience in a similar field.</li> <li>Strong knowledge of MS 365 and Azure.</li> </ul>	<p>System Maintenance and Configuration:</p> <ul style="list-style-type: none"> <li>Install, configure, and maintain hardware and software for the organization’s infrastructure.</li> <li>Monitor system performance to ensure everything runs smoothly and securely.</li> <li>Regularly update systems to provide necessary patches and upgrades.</li> </ul> <p>Network Management:</p> <ul style="list-style-type: none"> <li>Manage network servers and technology tools.</li> <li>Set up user accounts and workstations.</li> <li>Monitor network performance and integrity.</li> </ul> <p>Security:</p> <ul style="list-style-type: none"> <li>Ensure security through access controls, backups, and firewalls.</li> <li>Frequently review security protocols and make adjustments as needed.</li> <li>Respond to and resolve help desk requests.</li> </ul> <p>Data Management:</p> <ul style="list-style-type: none"> <li>Oversee data storage solutions and database systems.</li> <li>Ensure data recovery and backup procedures are in place and functioning correctly.</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5.5 days/ week, 9am - 6pm, 9am - 1pm</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> 2 Jurong East Street 21 (S)609601</li> </ul>

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Manage and store backups.</li> </ul> <p>Troubleshooting and Support:</p> <ul style="list-style-type: none"> <li>• Troubleshoot issues and outages.</li> <li>• Upgrade systems with new releases and models.</li> <li>• Provide technical support and training to other employees.</li> </ul> <p>Documentation and Policy Development:</p> <ul style="list-style-type: none"> <li>• Develop expertise to train staff on new technologies.</li> <li>• Build an internal wiki with technical documentation, manuals, and IT policies.</li> <li>• Document system performance and plan for future upgrades.</li> </ul> <p>Collaboration and Communication:</p> <ul style="list-style-type: none"> <li>• Work closely with IT project managers and other technical staff.</li> <li>• Collaborate with other departments to understand their technical needs and implement IT solutions.</li> <li>• Report regularly on operation status.</li> </ul>	
<p><b>Team Manager (MCST)</b> </p>	<ul style="list-style-type: none"> <li>• Education: Bachelor’s degree in Property Management, Real Estate, Business Administration, or related field.</li> <li>• Certification: Relevant certifications from institutions like SISV, BCA, or equivalent.</li> <li>• Experience: Experience in property management, particularly in strata-</li> </ul>	<ul style="list-style-type: none"> <li>• The Property/Team Manager (HQ)   Senior Manager   Associate Director is pivotal in ensuring the strata-titled property's smooth operation and financial health.</li> <li>• This role demands proactive leadership in managing daily operations, strategic planning, and delivering business results that enhance property value and owner satisfaction.</li> </ul> <p>Key Responsibilities:</p>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5.5 days/ week, 9am - 6pm, 9am - 1pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 2 Jurong East</li> </ul>

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>living contexts. Minimum six (6) – eight (8) years of experience with demonstrable success in a leadership role.</p> <ul style="list-style-type: none"> <li>• Computer Literacy: Proficiency in property management software and office productivity tools.</li> </ul>	<p>Leadership and Team Management:</p> <ul style="list-style-type: none"> <li>• Lead and develop a high-performing property management team, setting clear objectives that align with business goals.</li> <li>• Foster a collaborative environment that encourages innovation and efficiency.</li> </ul> <p>Operations Management:</p> <ul style="list-style-type: none"> <li>• Ensure operational excellence across all aspects of property management, including maintenance, security, and vendor contracts.</li> <li>• Drive initiatives that enhance property functionality and resident satisfaction.</li> </ul> <p>Financial Management and Business Results:</p> <ul style="list-style-type: none"> <li>• Develop and rigorously manage the property's budget, optimising costs, and maximising financial performance.</li> <li>• Deliver financial targets, report on financial outcomes, and adjust strategies to meet financial goals.</li> </ul> <p>Stakeholders' Relations:</p> <ul style="list-style-type: none"> <li>• Build strong relationships with stakeholders, enhancing community engagement and addressing issues that impact satisfaction and retention.</li> <li>• Ensure high service standards are maintained, directly influencing stakeholders' reviews and reputation management.</li> </ul> <p>Compliance and Regulatory Adherence:</p> <ul style="list-style-type: none"> <li>• Ensure all property activities comply with relevant laws and regulations, mitigating</li> </ul>	<p>Street 21 (S)609601</p>


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>risks and avoiding potential liabilities.</p> <ul style="list-style-type: none"> <li>• Maintain readiness for audits and ensure compliance with all documentation practices.</li> </ul> <p>Strategic Planning and Execution:</p> <ul style="list-style-type: none"> <li>• Work with the MCST council to develop long-term strategies that improve property valuation and operational efficiency.</li> <li>• Lead sustainability initiatives to position the property as eco-friendly and cost-efficient.</li> </ul> <p>Meeting Coordination:</p> <ul style="list-style-type: none"> <li>• Organize and facilitate the Annual General Meeting (AGM) and monthly council meetings.</li> <li>• Prepare agendas, reports, and minutes for meetings, ensuring timely distribution and follow-up on action items.</li> </ul> <ul style="list-style-type: none"> <li>• Ad hoc duties may be required on an as-needed basis.</li> </ul>	
<p><b>Technician (Roving Supervisor - FM)</b> </p>	<ul style="list-style-type: none"> <li>• Min. Higher Nitec or Diploma in Facilities Management related</li> <li>• Prior experience in the facilities maintenance field with a minimum of 3 or more years' related job experience with basic carpentry, electrical, plumbing, overseeing capital improvement projects, and leading a team.</li> <li>• Valid Driving License, own reliable vehicle preferred</li> </ul>	<p>Job Description</p> <ul style="list-style-type: none"> <li>• Execute effective and careful evaluation in response to maintenance needs for assigned properties and facilities on locations.</li> <li>• Maintain and ensure efficient operation of properties/facilities</li> <li>• Responsible for routine preventive and emergency maintenance, repairs, and upkeep of facility</li> <li>• Excellent Customer Service and good communication skills.</li> <li>• Site-to-Site Travel required</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5.5 days/ week, 9am - 6pm, 9am - 1pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 2 Jurong East Street 21 (S)609601</li> </ul>


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>Key Responsibilities</p> <ol style="list-style-type: none"> <li>1. Maintenance and Repairs - Perform routine tasks on HVAC, electrical, plumbing, and mechanical systems. Troubleshoot and diagnose equipment and system issues, including appliances where applicable. Execute repairs and replacements while adhering to safety standards</li> <li>2. Preventive Maintenance - Develop and implement comprehensive maintenance schedules. Conduct regular equipment inspections and address potential issues.</li> <li>3. Equipment Operation - Monitor critical systems like HVAC, fire detection, and security Respond promptly to alarms and alerts for safety</li> <li>4. Documentation - Maintain accurate records of maintenance activities and logs Create detailed reports on completed tasks</li> <li>5. Vendor Management - Coordinate with external service providers and evaluate their work</li> <li>6. Emergency Response - Maintain accurate records of maintenance activities and logs On-call coverage for emergencies after office hours, weekends, and holidays</li> <li>7. Energy Efficiency - Identify</li> </ol>	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		opportunities for energy-saving initiatives  8. Health and Safety - Adhere to safety guidelines and report hazards promptly	
<b>Technology &amp; Innovation Executive</b> 	<p>Job Requirement:</p> <ul style="list-style-type: none"> <li>• Minimum ITE (NITEC/ Higher NITEC) or Polytechnic diploma in IT, Electronics, or Engineering</li> <li>• Familiarity with Electronics and (Arduino OR Arduino IDE OR Microcontroller)</li> <li>• Basic understanding of programming and computer systems</li> <li>• Knowledge of Python is a plus</li> <li>• Comfortable with on-site installation work (including wiring, soldering, and equipment setup)</li> <li>• Self-motivated, problem solver, able to work independently and in a team</li> </ul> <p>Experience/Skills:</p> <ul style="list-style-type: none"> <li>• Hands-on electronics assembly, soldering, and fault diagnosis</li> <li>• Arduino/ Microcontroller and Electronics</li> </ul>	<p>Job Description:</p> <ul style="list-style-type: none"> <li>• We are seeking a hands-on, motivated individual with a strong interest in electronics and Internet of Things (IoT) technologies to join our Technology &amp; Innovation team.</li> <li>• You will be involved in the installation, configuration, and deployment of electronic and IoT systems for smart facility management applications.</li> <li>• This is a practical, field-based role that will also provide opportunities to learn and contribute to the design, development, and testing of IoT solutions.</li> </ul> <p>Primary Duties:</p> <ul style="list-style-type: none"> <li>• Plan and carry out installation, wiring, and setup of IoT/electronic systems</li> <li>• Execute on-site fabrication, assembly, and deployment of equipment</li> <li>• Assist in hardware and software testing, troubleshooting, and maintenance</li> <li>• Support project development activities, including prototype building and field trials</li> <li>• Provide basic IT administration and system configuration support</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5.5 days/ week, 9am - 6pm, 9am - 1pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 2 Jurong East Street 21 (S)609601</li> </ul>

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<p><b>Workplace Safety &amp; Health Officer (WSHO)</b>  </p>	<ul style="list-style-type: none"> <li>• Advanced Diploma / Post Diploma in Building, Property / Facilities Management</li> <li>• Minimum 1 year of relevant experience</li> <li>• WSHO need to be registered with MOM</li> </ul>	<ul style="list-style-type: none"> <li>• The WSHO shall be competent in carrying out their duty of ensuring the safety and health of the persons employed on the contract and all client-appointed sub-contractors and their workmen.</li> <li>• The WSHO shall carry out their duties as stipulated in the Workplace Safety &amp; Health (General Provision) and Workplace Safety &amp; Health (Workplace Safety &amp; Health Coordinator) Regulations and the Workplace Safety &amp; Health Act.</li> <li>• The WSHO shall conduct regular safety and health committee meetings with the working team and lead a committee on incident management systems with the safety professionals of the respective tenants of the Property.</li> <li>• The WSHO shall also develop and plan the property's safety and health program, including training, tenant briefings, SOPs, etc.</li> <li>• The WSHO shall be responsible for correct and safe practices and for inculcating safety awareness for all levels of workmen on the Property.</li> <li>• The WSHC shall develop a Safety Register and Risk Assessment file and ensure they are up to date and regularly updated.</li> <li>• They shall prepare and submit to the client a monthly safety report based on the client's</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5.5 days/ week, 9am - 6pm, 9am - 1pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 2 Jurong East Street 21 (S)609601</li> </ul>

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		SO's requirements at the same time as the monthly progress report. <ul style="list-style-type: none"> <li>The safety report shall contain the particulars stipulated in Workplace Safety &amp; Health (General Provision) &amp; Workplace Safety &amp; Health (Workplace Safety &amp; Health Coordinators) Regulations and the Workplace Safety &amp; Health Act."</li> </ul>	

## #4 ISS FACILITY SERVICE

ISS Facility Services AS is a global facility management and workplace experience company headquartered in Copenhagen, Denmark, providing integrated services across cleaning, food, technical, and workplace management.

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<b>Ambulance Driver</b>	<ul style="list-style-type: none"> <li>Able to communicate with English speaking user/ customer.</li> <li>Possess Class 3 driving licence</li> <li>Training will be provided</li> <li>Able to work on rotating Day &amp; Night shift as per roster</li> <li>Able to work on rest day when needed though not frequent</li> <li>Will be required to work over-time</li> </ul>	<ul style="list-style-type: none"> <li>Drive SGH Ambulance or Van as per task assigned. Always drive safely. Ensures the comfort and safety of all patients and staff.</li> <li>Assist staff in transferring patients by stretcher, ensure proper transfer and lifting techniques are practiced during patient transfer.</li> <li>Transport items - Document / Equipment / Preservatives / Blood / Specimen within SGH or outside of the campus.</li> <li>Standby at A&amp;E for any Code Blue activation or patient transfer to other hospital.</li> <li>Responds to hospital or Civil Emergency (CE) activations</li> <li>Ensures that fuel in the ambulance is sufficient for daily operations and the cleanliness of the interior/</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 6 days/ week  7.30am - 2.30pm or 2.30pm - 9.30pm or 9.30pm - 7.30am</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Location:</b> 1 Harbourfront Place. (S)098633</li> </ul>

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<p><b>Emergency Medical Technician</b></p>	<ul style="list-style-type: none"> <li>Valid EMERGENCY MEDICAL TECHNICIAN (EMT) certification is compulsory*</li> <li>Training will be provided.</li> <li>Good Communication &amp; Interpersonal skills.</li> <li>Will be required to work over-time.</li> </ul>	<p>exterior of the ambulance is maintained</p> <ul style="list-style-type: none"> <li>Move SGH patients between facilities on SGH campus, ambulance service does not cater to members of public.</li> <li>Provide cardiopulmonary resuscitation (CPR) or bandaging wounds.</li> <li>Ensure the medical equipment &amp; supplies are valid and functional for daily operations.</li> <li>Assist nurses or doctors in EAS.</li> <li>Maintain a safe, clean, and well-stocked environment for patients.</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 6 days/ week, 7am - 4pm 1pm - 10pm</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Location:</b> 1 Harbourfront Place. (S)098633</li> </ul>
<p><b>Engineers</b> </p>	<ul style="list-style-type: none"> <li>Diploma in Engineering (Electronic, Electrical, Mechanical, Civil, Building Services Estates Management) with minimum three (3) years' experience in supervision works.</li> <li>Minimum of ten (10) years working experience.</li> <li>Must be mature and self-motivated.</li> <li>Able to work on rotating shifts and/or 5.5 days' work week.</li> <li>Able to work overtime due to operational requirements</li> <li>Willing to work in hospital environment.</li> </ul>	<ul style="list-style-type: none"> <li>To supervise the supervisor and technician, lead and manage the day-to-day operations and provide best practices in engineering maintenance so as to achieve a safer environment for patients, staff and visitors.</li> <li>To manage the team, consist of technicians, supervisor in the respective satellite areas or Central Operations to carry out daily front-end engineering maintenance works and ensuring excellency in operational supports to the various specialist clinics, wards, operating theatres, retail shops, back of house etc.</li> <li>To manage the customers and end users relationship and meet customer and end user's expectations with reference to the KPI and service level agreement spelt out in the contract.</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 6 days/ week, 7.30 am- 4pm</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Location:</b> 1 Harbourfront Place. (S)098633</li> </ul>

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Strategize, plan and implement all business processes and procedures aligning with the operational requirements.</li> <li>• To work closely with the client to identify areas of opportunities to improve the facilities and generate additional revenue by securing additional work.</li> <li>• To obtain quotation from sub-contractor and process purchase order for all repair work and work with all sub-contractors to perform repair works to maintain the facilities within the constantly improving expectations of the client.</li> <li>• To plan the resources available to align with the operational requirements for fix it and programmed maintenance.</li> <li>• Managing all minor repairs and fix it work within the budget.</li> </ul>	
<p><b>General / Restroom Cleaner</b></p>	<ul style="list-style-type: none"> <li>• Able to work in shift patterns, including weekends and public holidays</li> <li>• Positive working attitude, reliable, and punctual.</li> <li>• Experience in cleaning is a bonus but not required</li> </ul>	<ul style="list-style-type: none"> <li>• Perform daily cleaning tasks including sweeping, mopping, vacuuming</li> <li>• Maintain cleanliness of washroom</li> <li>• Empty trash bins</li> <li>• Replenish consumables (toilet paper, soap, hand towels, etc.).</li> <li>• Monitor cleanliness of assigned areas and report defects or hazards to supervisors.</li> <li>• Follow safety and hygiene protocols</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 6 days/ week, 7.30 am- 4pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location:</b> 1 Harbourfront Place. (S)098633</li> </ul>
<p><b>Housekeeping Supervisor</b></p>	<ul style="list-style-type: none"> <li>• Min. GCE "O" Level &amp; Above</li> </ul>	<ul style="list-style-type: none"> <li>• Provide high standard of hygiene and cleanliness</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b></li> </ul>

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• At least 2-3 years of relevant experience in related industry will be an added advantage</li> <li>• Good organisational skills and meticulous with details</li> <li>• Team player with high degree of initiative and able to work independently</li> <li>• Good interpersonal skills with the ability to communicate well at all levels</li> </ul>	<ul style="list-style-type: none"> <li>• within the customer premises.</li> <li>• Practice good service acts by greeting others, smiling and saying thank you (GST) to customers and colleagues.</li> <li>• Conduct daily inspections and take immediate corrective measures to improve below-standard performance.</li> <li>• Provide adequate training and coach staff to meet the required contractual standards.</li> <li>• Perform cleaning duties in assigned areas and cover manpower whenever required (e.g. staff on leave/ MC/ absent).</li> <li>• Undertake any duties/ projects as assigned by the Superior.</li> </ul>	<ul style="list-style-type: none"> <li>• 6 days/ week, 8 am – 5pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location:</b> 1 Harbourfront Place. (S)098633</li> </ul>
Patient Transfer Porter	<ul style="list-style-type: none"> <li>• Flexible Shift (Day/Night)</li> <li>• Basic IT knowledge is required to handle e-systems, computers, smartphones</li> <li>• Able to handle difficult customers</li> <li>• Candidates who have prior similar experience will be considered for the Senior Patient Transfer Porter role"</li> </ul>	<ul style="list-style-type: none"> <li>• Deliver high-quality portering services within the hospital.</li> <li>• Safely and professionally transport patients, medical records, specimens, equipment, medications, and blood products to and from wards, clinics, departments, and external centres.</li> <li>• Lead and supervise a team of porters, ensuring proper grooming, motivation, discipline, and ongoing training.</li> <li>• Regularly engage with users to gather feedback and communicate concerns to supervisors for follow-up.</li> <li>• Respond promptly to internal and external enquiries, providing accurate information or assistance as needed.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 days/ week, 1pm – 10pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location:</b> 1 Harbourfront Place. (S)098633</li> </ul>

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Manage incoming requests via hotline and e-porter system, assigning tasks accordingly.</li> <li>• Ensure all equipment and mobile devices are well-maintained and promptly report any malfunctions.</li> <li>• Prepare and maintain staff rosters, attendance records, and required reports.</li> <li>• Collect and verify medical certificates, leave applications, and other related documents before submission.</li> <li>• Maintain cleanliness and tidiness of the workplace and shared work areas.</li> <li>• Monitor health, safety, and environmental practices; report incidents immediately, conduct investigations, and draft incident reports as required.</li> <li>• Respond to hospital or civil emergency activations (e.g. call tree, decontamination stations, Kingfisher activation) during and outside of working hours as needed.</li> </ul>	
<p><b>Portering Operations Co-ordinator</b> </p>	<ul style="list-style-type: none"> <li>• Candidate should possess at least an ITE Cert, Diploma, any field</li> <li>• At least 1 years(s) of working experience in the related field is required for this position. Without experience are welcome to apply</li> <li>• Training will be provided</li> <li>• Basic IT knowledge is required to handle e-</li> </ul>	<ul style="list-style-type: none"> <li>• Projects a professional image at all times.</li> <li>• Delivers quality portering services to patients and staff in the hospital.</li> <li>• Provides portering services which include but not limited to patients, medical records, specimen, equipment, medication and blood products to and from the wards/ specialist clinics/ departments/ external centres in a safe and professional manner.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 days/ week, (Follow roster for the off day and rest day)  9am to 7pm / 12pm to 10pm / 10pm to 8am</li> <li>• <b>Employment Type:</b> Full Time</li> </ul>

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>systems, computers, smartphones</p> <ul style="list-style-type: none"> <li>• Willing to work in Hospital environment</li> <li>• Preferably Non-Executives specializing in General Work (Housekeeper, Driver, Dispatch, Messenger, etc.), or Healthcare (Medical Support, Assistant or equivalent)</li> <li>• Able to work overtime (only when required)</li> </ul>	<ul style="list-style-type: none"> <li>• Assists in the reception of patients by provision of wheelchairs/trolleys and their transfer from ambulance and to ensure proper transfer and lifting techniques are practiced when transferring patients.</li> <li>• Maintains proper filling system for purpose of submission of daily tasks.</li> <li>• Leads a team of porters and ensures supervision, grooming, motivation, discipline, and training to the team.</li> <li>• Conducts training, provides guidance and coach staff to raise competency level.</li> <li>• Disseminate information where necessary and provide feedback to supervisor on cases of interest.</li> <li>• Engages users on a periodic basis, updates supervisors on their concerns and addresses them.</li> <li>• Attends to inquiries from internal staff / external persons immediately and gives appropriate advice if applicable.</li> <li>• Manning telephone hotlines, receives requests from users via e-porter system and assigns tasks to staff.</li> <li>• Reports any faults in the e-porter system and furnish suggestions to improve system performance.</li> <li>• Ensures that the equipment / mobile devices are in good working conditions at all times and report any defects.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Location:</b> 1 Harbourfront Place. (S)098633</li> </ul>


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Prepares and maintains daily roster, daily attendance, and periodic reports.</li> <li>• Collects and consolidates all medical certificate submission, leave application forms, and ensures that all documents are in order prior to submission.</li> <li>• Ensures tidiness and cleanliness of workplace and / or shared areas of work with other staff.</li> <li>• Monitors all Health, Safety &amp; Environmental procedures and practices, reports incidents to supervisor immediately whenever an incident happens, conducts investigations on such matters, and drafts incident reports.</li> <li>• Responds to hospital or civil emergency activations (e.g. call tree, hospital decontamination station, Kingfisher activation, etc.) while on duty or/and off duty (standby).</li> <li>• Undertakes any other duties/ activities/ projects, etc. as and when instructed by the supervisor or management.</li> </ul>	
<p><b>Service Ambassador</b></p>	<ul style="list-style-type: none"> <li>• Qualifications in Hospitality, Communications, related field.</li> <li>• Prior experience in customer service or front-line roles preferred.</li> <li>• Strong communication, interpersonal and problem-solving skills.</li> <li>• Ability to manage challenging situations</li> </ul>	<ul style="list-style-type: none"> <li>• Deliver exceptional customer service and a transformational service experience across various stages.</li> <li>• Provide consistent, accurate, and timely responses to enquiries.</li> <li>• Handle and resolve service enquiries with professionalism, empathy and efficiency.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5.5 days/ week, 8am - 5.30pm / 8.30am - 6pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location:</b> 1 Harbourfront Place. (S)098633</li> </ul>

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>with empathy, tact, and professionalism.</p> <ul style="list-style-type: none"> <li>Detail-oriented with strong organizational and follow-up skills.</li> </ul>	<ul style="list-style-type: none"> <li>Process and track service requests, ensuring timely follow-up and closure.</li> <li>Manage customer feedback and complaints in accordance with established protocols.</li> <li>Execute effective service recovery actions to address concerns and restore service trust when required.</li> <li>Maintain accurate and up-to-date records of all service interactions in</li> <li>Collaborate with internal teams and departments to ensure smooth communication and resolution of service issues.</li> <li>Uphold organizational standards and service quality benchmarks in all interactions.</li> </ul>	
<p><b>Technician</b></p>	<ul style="list-style-type: none"> <li>Minimum Nitec / NTC2 / NTC3 in Engineering (Electronic, Electrical, Mechanical Management) with minimum of one (1) year’s working experience</li> <li>Willing to learn attitude.</li> <li>Able to work overtime due to operational requirements</li> <li>Willing to work in healthcare environment.</li> </ul>	<ul style="list-style-type: none"> <li>Carry out repairs and troubleshooting of back-end engineering maintenance works and ensure excellency and consistency in operational supports within the workplace according to the design intents of the various mechanical, electrical, medical and specialist systems</li> <li>To be responsible for all deliverables required in the agreement</li> <li>To align with the overall client’s expectation and contractual requirements and support the operations of the hospital, especially in the front-end engineering.</li> <li>To execute all fix, it and programmed maintenance within the framework of the allocated resources.</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 6 days/ week, 7.30am - 4pm</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Location:</b> 1 Harbourfront Place. (S)098633</li> </ul>

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Managing all minor repairs and fix it work.</li> <li>Work closely with other service providers in the hospital to be part of the team to create a safe and sound environment for the patients, staff and visitors, especially ISS House Keeping and Portering team to demonstrate the strength and capability of ISS's integrated service model to be productive, efficient and effective.</li> <li>Manage relationship with all specialist's sub-con and contractors appointed by the hospital to achieve the required KPI, client's expectations and deliverables.</li> </ul>	
<p><b>Workplace Host</b></p> 	<ul style="list-style-type: none"> <li>Greet and assist visitors in a professional and friendly manner</li> <li>Answer, screen, and direct incoming phone calls</li> <li>Manage front desk operations and maintain a welcoming reception area</li> <li>Handle incoming and outgoing mail, deliveries, and couriers</li> <li>Register visitors and issue visitor passes when required</li> </ul>	<ul style="list-style-type: none"> <li>Greet and welcome visitors and employees, creating a warm and inviting atmosphere by demonstrating a strong customer service mindset and delivering high-standard hospitality service.</li> <li>Take incoming calls, messages, and redirect calls to the appropriate person or department, ensuring smooth communication flow.</li> <li>Sort and record all incoming and outgoing mail, ensuring accurate addressing and prompt delivery to recipients.</li> <li>Attend inquiries for visitors or the public who walk in or visit in the office.</li> <li>Review the day's meeting schedule and ensure guests or visitors are promptly escorted to their respective meetings.</li> <li>Assist with VIPs and ensure high-standard hospitality</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5 days/ week, 7.30am - 5pm</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Location:</b> 1 Harbourfront Place. (S)098633</li> </ul>

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		service including room set-ups and flow of the visit. <ul style="list-style-type: none"> <li>• Check the cleanliness and order in the office while maintaining a productive and positive working environment.</li> <li>• Assist in ensuring that the event runs smoothly and efficiently.</li> <li>• Assist in office administrative tasks.</li> <li>• Any other ad-hoc duties.</li> </ul>	

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## #5 Re Sustainability

Asia's leading integrated resource management company, Re Sustainability, is committed to making the world more sustainable. We promote effective resource management to create increasing and sustained value for all our stakeholders. We bring sustainability to the forefront of everything through a wide array of solutions, including Waste Management, Recycling, Integrated Environmental Services, Consultancy, Facilities Management, Car Park Management, and Construction & Demolition Waste Management, among others. With an extensive footprint of 60 operating locations spread across the world, we're poised to enable a sustainable future.

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<b>Cleaning Supervisor</b>	<ul style="list-style-type: none"> <li>• Good leadership skills</li> <li>• Always setting as a role model to the team</li> <li>• Have good customer service quality and cleaning standards</li> <li>• Good interpersonal and communication skills</li> </ul>	<ul style="list-style-type: none"> <li>• Manage a site team</li> <li>• Supervise General Cleaning operations</li> <li>• Supervise Toilet Cleaning operations</li> <li>• Plan and supervise periodical cleaning task</li> <li>• Ad hoc cleaning as per Operations / Area Manager instructions</li> <li>• Track and report daily attendance</li> <li>• Perform quality checks and join inspection with OM and client</li> <li>• Handle feedback from clients</li> <li>• Interview and recruit cleaners</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location:</b> NA</li> </ul>


Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<b>Customer Service Agent (Car Park &amp; Facility Services)</b>	<ul style="list-style-type: none"> <li>• Experience in customer service or call centre operations is preferred.</li> <li>• Strong verbal communication skills in English (additional languages are a plus).</li> <li>• Ability to remain calm and professional when handling upset or frustrating customers.</li> <li>• Active listening skills and a problem-solving mindset.</li> <li>• Basic computer skills for logging calls and navigating customer service software.</li> <li>• Willingness to work in a fast-paced environment with rotational shifts if required.</li> </ul>	<ul style="list-style-type: none"> <li>• Handle inbound and outbound calls related to car park issues and other services.</li> <li>• Provide calm and professional support to drivers, even in challenging situations.</li> <li>• Log customer inquiries, issues, and resolutions accurately in the system.</li> <li>• Coordinate with internal teams to resolve parking or facility-related concerns efficiently.</li> <li>• Assist with inquiries related to other company services.</li> <li>• Adhere to company policies and procedures</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location:</b> NA</li> </ul>
<b>Driver Specialist (Class 4)</b>	<ul style="list-style-type: none"> <li>• Possess a valid Singapore Class 4 Driving Licence at all times to perform the driver specialist duties.</li> <li>• A minimum of 3 years class 4 driving experience is preferred.</li> <li>• *Candidate with related experience is added advantage.</li> <li>• To attend relevant training as directed whether it is on-the-job or training provider.</li> <li>• To abide with all the relevant regulatory bodies requirements.</li> <li>• Good working attitude with professional and safe driving skills.</li> <li>• Be reliable, punctual, and motivated with a strong work ethic.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure mechanical motorised vehicles, tools and equipment are replenished, reinstated and maintained including and not limited to greasing, fluid top-ups, to ensure vehicle in tip-top working condition.</li> <li>• Maintaining proper records and check as directed.</li> <li>• Upkeep of vehicle's interior and exterior and maintain its cleanliness.</li> <li>• Ensure safety measures are adhered to during operations.</li> <li>• Report on road hazards which can cause delays in collection services.</li> <li>• Complete any service/delivery order forms as assigned whether in copy or digitally.</li> <li>• Any other duties as assigned/directed.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location:</b> NA</li> </ul>

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<b>General Cleaner</b>	<ul style="list-style-type: none"> <li>• Have a good level of hygiene and cleanliness</li> <li>• Good and responsible team players</li> <li>• Able to start immediately or short notice of period</li> <li>• Open to retirees</li> <li>• Willing to travel within an area</li> </ul>	<ul style="list-style-type: none"> <li>• The cleaner is responsible for carrying out cleaning and maintenance duties to ensure the designated sites are in clean and orderly condition.</li> </ul> <p>These include</p> <ul style="list-style-type: none"> <li>• Cleaning, stocking and supplying designated facility areas (dusting, sweeping, vacuuming, mopping, restroom cleaning and etc.)</li> <li>• Performing and documenting routine inspection and maintenance activities</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location:</b> NA</li> </ul>
<b>Mobile Parking Warden</b>	<ul style="list-style-type: none"> <li>• Valid motorcycle license and own a bike</li> <li>• Observant, detail-oriented, and able to identify potential issues proactively</li> <li>• Proactive in reporting and resolving faults</li> <li>• Able to work rotating 8-hour shifts</li> <li>• Basic understanding of Electronic Parking Systems (training will be provided)</li> <li>• Responsible, disciplined, and able to work independently</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct daily inspections to ensure the optimal serviceability of Car Parking Systems.</li> <li>• Provide first-level troubleshooting for fault calls as assigned by the Call Centre or Supervisor.</li> <li>• Attend to ad-hoc requests related to Car Park issues, as directed.</li> <li>• Perform enforcement duties in car parks when required.</li> <li>• Assist during Audit Checks and provide necessary support.</li> <li>• Be available for overtime according to operational needs and the Supervisor's instructions.</li> <li>• Undertake any other tasks or responsibilities assigned by the Supervisor.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location:</b> NA</li> </ul>
<b>Restroom Cleaner</b>	<ul style="list-style-type: none"> <li>• Have a good level of hygiene and cleanliness</li> <li>• Good and responsible team players</li> <li>• Able to start immediately or short notice of period</li> <li>• Open to retirees</li> </ul>	<ul style="list-style-type: none"> <li>• The cleaner is responsible for carrying out cleaning and maintenance duties to ensure the designated sites are in clean and orderly condition</li> </ul> <p>These include</p> <ul style="list-style-type: none"> <li>• Cleaning, stocking and supplying designated facility areas (dusting, sweeping,</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location:</b> NA</li> </ul>

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>Willing to travel within an area</li> </ul>	vacuuming, mopping, restroom cleaning and etc.) <ul style="list-style-type: none"> <li>Performing and documenting routine inspection and maintenance activities</li> </ul>	

## #6 UEMS Solutions

UEMS Solutions is a home-grown MNC that has established itself in the healthcare domain for a good 32 years since its inception in 1988. Starting off as a company focusing on housekeeping services, the company has expanded its business service deliveries in both facilities management and specialized services such as external façade cleaning, portering services, and other support services. Company's multi-faceted operations have also grown to ASEAN countries such as Malaysia as well as the Asia-Pacific region such as Taiwan.


Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<b>Assistant Manager, Housekeeping</b> 	<ul style="list-style-type: none"> <li>Degree / Diploma in relevant discipline with at least 3 years of working experience in housekeeping operations</li> <li>Possess strong leadership and supervisory skills</li> <li>Excellent verbal and written communication</li> <li>Sound planning, problem-solving, analytical and critical thinking skills</li> <li>Strong knowledge of operational processes and procedures</li> </ul>	<ul style="list-style-type: none"> <li>Assist the Manager in the day-to-day operations and supervise a team of housekeeping staff in the provision of housekeeping services</li> <li>Meet or exceed all contractual key performance indicators</li> <li>Able to analyse data and information from the system and recommend work improvement programmes</li> <li>Develop a good working relationship with our customers and participate actively in committees and special activities / projects with the customers</li> <li>Maintain the housekeeping budget in terms of manpower and inventory, provide billing summaries and expenses in accordance to the company's requirements</li> <li>Plan and select appropriate equipment and/or</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 6 days/ week, 7am to 3pm 1pm to 9pm 11pm to 7am</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Location:</b> Islandwide</li> </ul>

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>technologies and supplies for smooth delivery of services</p> <ul style="list-style-type: none"> <li>• Manage the planning of work schedules and deployment of manpower</li> <li>• Recruit, schedule and ensure orientation and training for all new housekeeping staff members</li> <li>• Ensure occupational safety and health standards are maintained and orientate all staff with a safety mindset</li> <li>• Prepare monthly reports and analyse the KPIs and ensure continuous improvement</li> <li>• Put up incident reports and manage major incidents and emergencies in collaboration with relevant people.</li> <li>• Ensure that all work activities are in compliance to regulatory requirements</li> </ul>	
<p><b>AV Technician /Technician</b> </p>	<ul style="list-style-type: none"> <li>• Min Nitec minimum 2 years relevant experiences in audio, visual &amp; lighting systems</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure all AV systems and lighting systems are kept in good condition and properly maintained.</li> <li>• Technical setup and logistical set-up and support for all conferencing activities at the auditorium, training rooms, seminar room, meeting rooms</li> <li>• Guidance and instructions to all users on how to handle the equipment.</li> <li>• Support site recce by visitors and facilities users.</li> <li>• Technical support for AV system and work closely with facilities users on technical specification whenever required.</li> <li>• Managing of equipment at Auditorium.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 6 days/ week, 12 hrs/ day</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location:</b> West</li> </ul>

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<p><b>Business Development Executive</b> </p>	<ul style="list-style-type: none"> <li>• Diploma with at least 5 years of relevant working experience</li> <li>• Strong MS Office and numeracy skills</li> <li>• Fluent written and oral communication skills</li> <li>• Creative and resourceful, with a strong eye for design</li> <li>• Highly self-motivated and results-driven with solid business acumen</li> <li>• Good conceptualisation, planning and organisation skills</li> <li>• Meticulous, detail-oriented, pro-active and possess good relationship building skills</li> </ul>	<ul style="list-style-type: none"> <li>• Support in end-to-end bid process from pre-qualification to award, including delivering winning submissions that are of high quality and accuracy and in compliance with the client requirements</li> <li>• Work together with the manager to proactively generate effective leads to build up a robust sales pipeline and adopt best practices and strategic goals to meet revenue objectives</li> <li>• Engage with clients to understand their needs and build rapport with them</li> <li>• Develop and deliver high standard presentations to clients</li> <li>• Understand contractual terms and conditions to perform effective negotiations</li> <li>• Identify and build rapport with service partners to ensure good support</li> <li>• Provide clients with clarifications, information and assistance in a prompt and professional manner</li> <li>• Monitor and report the sales pipeline and progress, including tracking and following up closely on leads and opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 days/ week, 8.30am to 5.45pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location:</b> Siemens</li> </ul>
<p><b>Concierge</b></p>	<ul style="list-style-type: none"> <li>• You have good customer service skills and a genuine passion for meeting new people</li> <li>• You project a polished and professional demeanour, leaving a lasting first impression.</li> <li>• Whether in the driveway, lobby or concierge area, you</li> </ul>	<ul style="list-style-type: none"> <li>• Be the first point of contact for our valued clients, providing exceptional service and personalized attention.</li> <li>• Manage access to all the properties, keeping all security protocols and SOPs in line with directives.</li> <li>• Coordinate well with other teams and colleagues to ensure a seamless service is</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 days/ week, 7.30am to 5.30pm, 8am to 6pm, 12pm to 9.30pm</li> <li>• <b>Employment Type:</b> Full Time</li> </ul>

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>maintain an elegant presence while offering warm and attentive service.</p> <ul style="list-style-type: none"> <li>You possess a keen eye for detail and a talent for anticipating guest preferences, ensuring a truly personalized touch.</li> <li>You are a problem-solver at heart, adept at resolving tenant concerns efficiently and leveraging feedback to continuously improve service satisfaction.</li> <li>A local area expert, you can share insightful recommendations on dining, attractions, and sporting events, catering to diverse cultural needs.</li> <li>You excel in building rapport and fostering strong relationships with tenants, even within a short timeframe.</li> <li>You're comfortable dealing with different cultural nuances of people from around the world.</li> </ul>	<p>provided to each and every client and visitor, regardless of time of day.</p> <ul style="list-style-type: none"> <li>Anticipate needs and proactively provide solutions, ensuring a stress-free experience for our clients.</li> <li>Build meaningful relationships with regular tenants by showing genuine interest and concern, and recording personal guest preferences for a better service experience</li> </ul>	<ul style="list-style-type: none"> <li><b>Location:</b> CBD</li> </ul>
<p><b>Healthcare Attendant</b></p>	<ul style="list-style-type: none"> <li>No experience required.</li> <li>5 working days including weekends</li> </ul>	<ul style="list-style-type: none"> <li>Orientate patients to assigned beds/facilities.</li> <li>Answer patient's calls and relay patient's requests to department-in-charge.</li> <li>Attend to patient's basic needs e.g. toilet baths, bed sponging, serving of meals and drinks, feeding.</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5 days/ week, 6.45am to 4.15pm or 12.15pm to 9.45pm</li> <li><b>Employment Type:</b> Full Time</li> </ul>


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Conduct bedpan/urinal rounds; change patient’s diapers.</li> <li>• Walk patients to toilet and assist them in toilets.</li> <li>• Monitor restless patients and ensure that they are safe and comfortable.</li> <li>• Chaperone female patients where required.</li> <li>• Clean spillages, discharges, vomit bowls, urinals as and when needed.</li> <li>• Maintain the tidiness and cleanliness of beds, lockers and non-patient rooms (e.g. storeroom).</li> <li>• Assist in inventory of linen and department items (e.g. flasks, pillows, bedpans).</li> <li>• Any other relevant duties as and when assigned by the Superior.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Location:</b> 110 Sengkang East Way (S)544886</li> </ul>
<p><b>Healthcare Porters</b></p>	<ul style="list-style-type: none"> <li>• Able to know how to use mobile applications to attain job assignments by the controller.</li> <li>• Able to communicate in English.</li> </ul>	<ul style="list-style-type: none"> <li>• Attend regular roll call meetings to know daily operational deployment.</li> <li>• Attend in-service training to learn new skills and service knowledge to perform portering services.</li> <li>• Carry out portering duties which include but are not limited to the following:                             <ul style="list-style-type: none"> <li>a) With the help of ward staff, assist in transporting and transferring patients on trolley to the wards and to other hospitals, where required.</li> <li>b) With the help of ward staff, assist in receiving and transferring patients from and to the ambulance, where required.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 6 days/ week, 44 hrs/ week</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Locations:</b> Novena/ Kent Ridge/ Sengkang/ Simei/ Woodlands/ Yishun/ Alexandra</li> </ul>

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		c) With the help of ward staff, assist fall risk patients on and off wheelchairs. d) Send patients to ancillary departments for treatment / examination. e) Accompany patients to allied health departments for treatment/examination, where required. f) Send and collect equipment/specimens/blood/x-rays films/case records from allied health/ancillary departments. g) Any other relevant duties as and when assigned by the Superior.	
<b>Housekeepers</b>	<ul style="list-style-type: none"> <li>No experience required.</li> </ul>	<ul style="list-style-type: none"> <li>Attend regular roll call meetings to know daily operational deployment.</li> <li>Attend in-service training to learn new skills and service knowledge to perform housekeeping services.</li> <li>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).</li> <li>Use various cleaning chemicals and disinfectants on deployed areas.</li> <li>Operate machinery for project and periodic cleaning, disinfection on non-medical/ medical equipment, if required.</li> <li>Ensure the environmental service standards are met.</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 6 days/ week, 44 hrs/ week</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Location:</b> NA</li> </ul>

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Escalate any matter/ feedback to the upline superior when necessary.</li> <li>Undertake any other ad hoc duties as and when assigned by the superior.</li> </ul>	
<p><b>Housekeeping Team Leader / Supervisor</b></p>	<ul style="list-style-type: none"> <li>Minimum N' Level.</li> <li>Working hours: 7am to 4pm / 8am to 5pm / 9am to 6 pm / 12pm to 9pm / 1pm to 10pm / 9pm to 6am / 10pm to 7am</li> </ul>	<ul style="list-style-type: none"> <li>Supervise a team of Housekeepers in carrying our cleaning works and maintaining cleanliness of the assigned areas.</li> <li>Conduct regular roll-call and ensure staff are properly attired and groomed, and necessary information cascaded during the roll-call.</li> <li>Handle feedback and complaints, respond to customer's request promptly. To escalate to Superior when necessary.</li> <li>Maintain and ensure that all equipment is clean, well labelled and in good working conditions.</li> <li>Oversee the planning and scheduling of the Housekeepers.</li> <li>Any other relevant duties as and when assigned by the Superior.</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 6 days/ week, 44 hrs/ week</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Location:</b> NA</li> </ul>
<p><b>HR Executive</b> </p>	<ul style="list-style-type: none"> <li>Degree in relevant discipline with at least 2 years of working experience in Human Resource</li> <li>Demonstrate willingness to learn and be adaptable in a fast-paced work environment</li> <li>Excellent verbal and written communication</li> <li>Good problem-solving, analytical and critical thinking skills</li> </ul>	<ul style="list-style-type: none"> <li>Deliver daily HR operational services in close collaboration with business units.</li> <li>Continuously improve on service delivery and be able to handle complex issues independently.</li> <li>Attend and resolve employee relations issues, including conducting inquiries and investigations and liaising with line managers to ensure proper closure.</li> <li>Work closely with HR leaders to ensure that all HR</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5 days/ week, 8.30am to 5.45pm</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Location:</b> Siemens</li> </ul>


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>operational transactions comply with the established policies and employment acts.</p> <ul style="list-style-type: none"> <li>• Engage actively with various stakeholders such as business leaders, line managers and employees.</li> <li>• Build and maintain good working relationships with internal and external stakeholders.</li> <li>• Drive and improve employee experience, streamline operational procedures and processes to achieve operational efficiency and higher productivity.</li> <li>• Participate actively in department projects, initiatives and programmes.</li> <li>• Support in the review and implementation of HR policies, procedures and initiatives.</li> <li>• Engage across the Company as needed, work with line managers to conduct technology planning and explore strategic priorities, helping to determine an effective path forward.</li> <li>• Support the implementation of digitalisation projects and ongoing technology initiatives/ enhancements.</li> <li>• Support in employee engagement and recruitment activities.</li> <li>• Prepare and generate HR related letters and manpower reports relating to headcount, staff movement and manpower costs.</li> <li>• Continuously assess existing systems and processes, proposing enhancements and</li> </ul>	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		ideas to enhance efficiency and performance through process and technology enhancements.	
<b>Linen Attendant</b>	<ul style="list-style-type: none"> <li>No experience required.</li> </ul>	<ul style="list-style-type: none"> <li>Report to Linen Supervisor/ Executive on any linen operational concerns</li> <li>Receive and verify the quantity of clean linen delivered by launderer.</li> <li>Pack and store clean linen onto linen room rack and/or designated linen locations.</li> <li>Pack clean linen onto linen trolleys for respective user department accordingly and report if otherwise.</li> <li>Collect soiled linen daily as per schedule.</li> <li>Conduct linen quality inspection and prepare linen condemn list in accordance to pre-determined schedule.</li> <li>Examine laundered items to ensure cleanliness and serviceability</li> <li>Issue memo to launderer for rewash linen.</li> <li>Maintain proper and accurate inventory linen stock movement record.</li> <li>Keep linen room in clean and orderly condition.</li> <li>Assist in answering calls from service hotline.</li> <li>Any other relevant duties as and when assigned by Linen Supervisor/Executive.</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 6 days/ week, 7.30am to 3.30pm / 7:30am to 4:30pm</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Location:</b> Alexandra / Little India</li> </ul>
<b>Management Associate (Operations)</b>	<ul style="list-style-type: none"> <li>Diploma / Degree in Business, Healthcare Management, Engineering, Facilities Management, Environmental Studies, Operations</li> </ul>	<ul style="list-style-type: none"> <li>Support daily portering and environmental services, manage manpower, workflows, and ensure service excellence even during peak or disruption periods.</li> <li>Be part of safety, housekeeping, and infection</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 6 days/ week, 44 hrs/week</li> <li><b>Employment Type:</b> Full Time</li> </ul>

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>Management, or related disciplines.</p> <ul style="list-style-type: none"> <li>• Internship or project experience in healthcare, facilities, operations, or service industries will be an advantage.</li> <li>• Strong interest in healthcare operations and patient-centric service delivery.</li> <li>• Resilient, adaptable, and able to thrive in a 24/7 operational environment.</li> <li>• Proficient in Microsoft Office, especially Excel and PowerPoint.</li> </ul>	<ul style="list-style-type: none"> <li>• control audits, support incident investigations, and help foster a strong safety culture.</li> <li>• Work closely with nurses, clinicians, and hospital teams, support service recovery, and turn feedback into action.</li> <li>• Contribute to process improvement, Lean initiatives, digitalisation, and pilot new systems and workflows using data-driven insights.</li> <li>• Support onboarding, training, and competency tracking while engaging frontline teams in continuous improvement.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Location:</b> Islandwide</li> </ul>
<b>Meal Service Associate</b>	<ul style="list-style-type: none"> <li>• Minimum N' Level with relevant frontline customer service experience.</li> <li>• Able to read, write and speak English</li> </ul>	<ul style="list-style-type: none"> <li>• Updating patient's meal requirements in meal ordering system.</li> <li>• Serving of meals (Breakfast, Lunch, Dinner, Tea Break) &amp; collection of meal trays after meal service.</li> <li>• Preparation and serving of beverages.</li> <li>• Serving of ad hoc beverages, snacks and supper.</li> <li>• General maintenance and stocking of ward pantry (includes wipe down of ward trolleys).</li> <li>• Gather patient feedback and attend to and resolve patients' feedback on meal related issues.</li> <li>• May be required to conduct beverage preparation in Central Kitchen.</li> <li>• Any other Meal Service Associate related work scope as required.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 6 days/ week, 6.45am to 3.15pm, 12.30pm to 9pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location:</b> Outram</li> </ul>

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<p><b>Operations Coordinator</b></p>	<ul style="list-style-type: none"> <li>• GCE 'N' Level with a minimum of 1 years of relevant working experience in operations coordination</li> <li>• Experience in handling the operations personnel such as their performance and attendance tracking, handling feedback or complaints from both operations and clients</li> <li>• Meticulous and possess good administrative skills with a good working attitude</li> <li>• Possess good communication skills</li> <li>• Willing to work on Weekends / PHs</li> <li>• Rotational morning, afternoon and night shift</li> </ul>	<ul style="list-style-type: none"> <li>• To assign and deploy porters to carry out tasks pertaining to departmental functions</li> <li>• To monitor porters' work performance through supervision and feedback from users</li> <li>• To handle feedback and complaints and update the Executives</li> <li>• To ensure that the equipment (e.g. walkie-talkies, wheelchairs, trolley, computer, printer etc.) is in good working condition</li> <li>• To maintain departmental filing system in an organized manner</li> <li>• To maintain a log book for all transactions received through telephone calls, emails and faxes. Update these requests into the computer database</li> <li>• Assist in maintaining staff leave records and training records</li> <li>• Perform any other relevant duties as and when assigned by the Superior</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 6 days/ week, rotating shift</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location:</b> Islandwide</li> </ul>
<p><b>Operations Executive</b> </p>	<ul style="list-style-type: none"> <li>• At least 2 years of experience in Operations and leading a team</li> <li>• Proficient in Microsoft Office Application for reports and preparation of presentation slides for monthly meetings.</li> <li>• Strong interpersonal skill to interact with all levels of stakeholders such as clients on site, end users, and internal departments.</li> <li>• Able to be a team player to assist the</li> </ul>	<ul style="list-style-type: none"> <li>• Assist Manager in daily operations activities</li> <li>• Conduct daily roll-call and ensure that staff are properly attired and groomed and necessary information cascaded during the roll-call</li> <li>• Supervise and assess the work performance of the staff in the daily deployment basis, to ensure the service delivery of operational needs is delivered as accordance to the contractual requirement.</li> <li>• Ensure timely completion of all planned work schedules, prepare and maintain records</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 6 days/ week, 7am to 3pm 1pm to 9pm 11pm to 7am</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location:</b> Islandwide</li> </ul>

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>management team with the required inspections and reports.</p> <ul style="list-style-type: none"> <li>• Self-starter with minimal supervision needed on the operation ground</li> </ul>	<p>as per standards required by the Company and Customer</p> <ul style="list-style-type: none"> <li>• Handle feedback and complaints and update to the Manager accordingly</li> <li>• Respond to user’s request promptly and update when it’s completed, escalate to Manager when necessary</li> <li>• Assist in preparation of monthly reports, operating budgets and other relevant reports</li> <li>• Perform any other relevant duties as and when assigned by the Superior</li> <li>• Any other relevant duties as and when assigned by the Superior</li> </ul>	
<p><b>Patient Service Associate / Concierge Specialist</b></p>	<ul style="list-style-type: none"> <li>• Minimum N' Level with relevant frontline customer service experience.</li> <li>• Able to read, write and speak English</li> <li>• 5 working days including weekends</li> </ul>	<ul style="list-style-type: none"> <li>• Perform visitor registration, concierge services and information counter services.</li> <li>• Handle complaints/ feedback and resolve issues by performing service recovery.</li> <li>• To update or escalate to Team Leader of any incident that occurred and steps taken to rectify issues.</li> <li>• Assist in kiosk registration, queue management, entry and exit access via gantries.</li> <li>• Attend to patients/ visitors’ enquiries and feedback.</li> <li>• Provide wayfinding and wheelchair assistance.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 days/ week, 11.30am to 9.00pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location:</b> Outram</li> </ul>
<p><b>Public Area Cleaners</b></p>	<ul style="list-style-type: none"> <li>• No experience required for this role.</li> <li>• Working hours: 7:00 am to 4:00 pm / 9:00am to 6:00 pm / 2:00 pm to 11:00 pm / 10:00 pm to 7:00 am</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure all public restrooms and toilets are cleaned, and amenities are stocked at all times.</li> <li>• Maintain cleanliness of walls, floors, doors and tabletops as and when necessary, in the lobby area at all times.</li> <li>• Empty and clear trash bins in public areas.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 6 days/ week, 44 hrs/week</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location:</b> NA</li> </ul>

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Maintain furniture and equipment in a serviceable condition and report any defects immediately to the superior.</li> <li>• Handle all lost and found properties by following the correct procedure.</li> <li>• Carry out any projects and assignments as directed by the Superior.</li> </ul>	
<p><b>QA Assistant</b></p>	<ul style="list-style-type: none"> <li>• Diploma or equivalent qualification in Business, Sustainability, or related fields.</li> <li>• 2 years of relevant administrative or QA support experience</li> <li>• Basic knowledge of quality management systems (e.g. ISO standards) and/or ESG principles is an advantage.</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain, organise, and control QA and ESG documents, records, and databases.</li> <li>• Ensure documents are properly version-controlled, approved, archived, and retrievable.</li> <li>• Support updates to policies, SOPs, manuals, and ESG-related documentation.</li> <li>• Assist in planning and coordinating internal and external audits.</li> <li>• Track audit findings, corrective and preventive actions (CAPA), and follow-up timelines</li> <li>• Maintain audit logs, reports, and evidence for compliance purposes.</li> <li>• Provide administrative support for QA and ESG initiatives, meetings, and reporting.</li> <li>• Prepare basic reports, dashboards, and summaries for management review.</li> <li>• Coordinate training records, attendance, and compliance documentation.</li> <li>• Support ESG data collection and submission where required.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 days/ week, 8.30am to 5.45pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location:</b> Siemens</li> </ul>

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<p><b>Room Attendant</b></p>	<ul style="list-style-type: none"> <li>No experience required.</li> </ul>	<ul style="list-style-type: none"> <li>Performing in daily cleaning of the guest room, common areas, and replenishment of amenities.</li> <li>Ensuring cleanliness of the guest rooms and the common area must meet the standard requirement by Management.</li> <li>To carry out other duties as assigned by the housekeeping supervisor or the Management.</li> <li>Handle housekeeping requests from guests.</li> <li>To check and deliver the guest’s laundry to the guest room daily.</li> <li>Able to handle all kinds of chemicals required for cleaning duties</li> <li>Undertake any other ad hoc duties as and when assigned by the superior.</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 6 days/ week, 8am to 4.30pm</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Location:</b> NA</li> </ul>
<p><b>Team Leader (Visitor Management Service)</b></p>	<ul style="list-style-type: none"> <li>Minimum N' Level.</li> <li>Working hours: 6:30am to 4pm / 7:30am to 5pm / 10:30am to 8pm / 11:30am to 9pm</li> </ul>	<ul style="list-style-type: none"> <li>To carry out counter operations according to the hospital’s guidelines, procedures and policies consistently.</li> <li>Plan weekly duty roster and manage the deployment of staff for all Visitor Registration Counters.</li> <li>Supervise and monitor performance of staff to ensure service levels are met.</li> <li>Provide coaching and counselling when necessary.</li> <li>Manage resources including manpower, equipment and supplies in daily operations.</li> <li>Investigate causes of discrepancies and complaints and take corrective actions.</li> <li>Raise necessary documentations (Incident Report [IR]).</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 6 days/ week, 44hrs/ week</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Location:</b> Outram</li> </ul>

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<p><b>Workplace Safety &amp; Health Officer (WSHO)</b></p>	<ul style="list-style-type: none"> <li>• Diploma in Engineering, preferably Occupational Safety and/or Environmental Health or related fields</li> <li>• Completed the Specialist Diploma in Workplace Safety &amp; Health (Level C) course or the equivalent</li> <li>• Internal Auditor trained in ISO 45001: 2018</li> <li>• 2 years of relevant work experience in WSH relating to engineering, facilities management, including WSH programme management in such field.</li> <li>• Familiar with local regulatory requirements related to workplace safety and health, and all other aspects of safety</li> </ul>	<ul style="list-style-type: none"> <li>• To review, implement and maintain the workplace safety and health standards of our premises to ensure compliance to all the regulatory requirements of the WSH Act and its subsidiary legislative requirements.</li> <li>• To perform duties of a WSH executive to support the team in regard to WSH matters to be compliance to the WSH Act and its subsidiary legislative requirements.</li> <li>• Maintain proper safety-related documentation, certificates and other related EHS records as required by the regulatory authorities</li> <li>• To evaluate WSH non-compliance, unsafe work conditions and practices to identify WSH performance gaps (as and when required)</li> <li>• To carry out WSH compliance audit and inspection (as and when required).</li> <li>• To attend, to conduct WSH incident investigations (including non-working hours when required) and to review investigation findings to identify root cause of incident.</li> <li>• To act as covering Secretary of WSH Committee meeting of the workplaces.</li> <li>• To implement, conduct document reviews of WSH Management System (WSHMS), identify areas for improvement in the WSHMS and maintain documentation.</li> <li>• To coordinate and implement WSH programme initiatives.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 days/ week, 8.30am to 5.45pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location:</b> Siemens</li> </ul>

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• To develop, prepare and deliver presentations, safety briefings, training materials, circulars, etc.</li> <li>• To support WSH policy and procedure implementation.</li> <li>• To prepare and tabulate monthly reports relating to WSH matters such as statistic update.</li> <li>• To conduct periodic review of incident trends and effectiveness of WSH performance and make recommendations for improvements.</li> <li>• To assist in all administrative work, such as minutes writing relating to safety committee meeting and department’s meeting</li> <li>• Any other ad-hoc job assignments by the company.</li> </ul>	

## e2i Services

### e2i Services

- Career Coaching & Job Matching
- SkillsFuture Advice

### 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>



## Discover our Services at a Centre Near You

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

### Operating Hours

Mondays: 2:30pm to 5pm  
Tuesdays to Fridays: 9am to 5pm  
Saturdays: 9am to 1pm  
Sundays & Public Holidays: Closed

📍 **e2i Career Centre (OMB)**  
One Marina Boulevard  
1 Marina Boulevard #B1-03  
Singapore 018989

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

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