

# e2i @ Jobstreet by SEEK Career Fair

## 24 & 25 Aug 2024

### 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)

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## BYD

BYD (Build Your Dreams) Singapore Pte Ltd is a subsidiary of BYD Company Limited – the largest supplier of rechargeable batteries in the world and holding the largest market share of Nickel-cadmium batteries, Li-ion batteries, and chargers for mobile phones and keypads worldwide. Headquartered in Shenzhen, China, its main 4 clusters of businesses are Auto, IT, New Energy Products, and Monorail.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>CRM Executive</b>	<ul style="list-style-type: none"> <li>• Minimum 2 years of working experience in automotive industry with mobile apps/ cloud computing/ database management experience.</li> <li>• Strong problem-solving skills.</li> <li>• Good command in Mandarin and English in order to liaise with China HQ colleague is preferred.</li> <li>• Strong IT skills, allied to a sound knowledge of the company's IT infrastructure is preferred.</li> </ul>	<ul style="list-style-type: none"> <li>• Assist in Cloud Service Account Opening</li> <li>• Emergency cloud service account assistance (eg. abnormal in CRM system)</li> <li>• Collect and organize customer feedback on high frequency issues</li> <li>• Respond to customer inquiries (provide guideline to distributor and dealer on apps handling)</li> <li>• Maintain security of customer account information by adhering to the Data Protection and Privacy Act</li> </ul>	<ul style="list-style-type: none"> <li>• 151 Lor Chuan, Lobby C, #04-03B Singapore 556741</li> </ul>
<b>Data Protection Officer</b>	<ul style="list-style-type: none"> <li>• Minimum Bachelor's Degree in Law, IT or related field (certification in PDA, Cybersecurity, CIPP/A, CIPM is a plus)</li> <li>• At least 3 years of work knowledge and experience in Singapore data protection compliance area, privacy management</li> <li>• Proficiency in Mandarin (in order to liaise with HQ colleague)</li> <li>• Strong project management skills,</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor and assess the Company's personal data protection policies and practices, to ensure compliance with the PDPA. This includes identifying risks associated with the collection, use, disclosure and storage of personal data understand their impact and propose measures to manage these risks.</li> <li>• Establish and maintain documentation of record processing, privacy checklist, data mapping, legitimate interested assessment and Data Privacy Impact Assessment (DPIA) to identify, assess and address business</li> </ul>	<ul style="list-style-type: none"> <li>• 151 Lor Chuan, Lobby C, #04-03B Singapore 556741</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>interpersonal communication skills, detail-oriented, self-driven, highly efficient problem discovering and solving ability are required. Being willing and able to quickly get involved in a brand-new environment and industry (e.g. new energy) is preferred</p> <ul style="list-style-type: none"> <li>• Strong IT skills, allied to a sound knowledge of the company's IT infrastructure is preferred</li> </ul>	<p>risks, based on the Company's functions, needs and processes</p> <ul style="list-style-type: none"> <li>• Conduct audits, analyze findings and implement changes to address identified gap</li> <li>• Act as a point of contact for data subjects in all matters concerning data privacy and security issues</li> <li>• Devise, conduct and provide guidance, sharing session on data protection best practices and promote a culture of compliance within the Company</li> <li>• Coordinate with HQ legal and compliance team to implement the company's data protection policies</li> <li>• Develop and review Data Protection Management Programme (DPMP) that covers policy, processes, and people involved in the handling of personal data at each stage of the data lifecycle</li> <li>• Coordinate with the company's HQ legal and compliance team to ensure proper, management of data breach and security incident, including latter's preparation and submission to the PDPC of reports and other documentation concerning security incidents or data breaches within the prescribed period.</li> <li>• Assist in oversee data transfer activities and provides leadership guidance on personal data protection law in the Philippines or other possible ASEAN countries</li> </ul>	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<p><b>Engineer + product accessory, BYD SG</b></p>	<ul style="list-style-type: none"> <li>• Electrical or Mechanical Engineering Degree from a recognised university or Diploma in engineering with 3 years of working experience</li> <li>• Conversant with Microsoft office</li> <li>• Candidate from Automotive or transport related sector would have a favourable standing</li> </ul>	<ul style="list-style-type: none"> <li>• Manage and support BYD Vehicles and its related accessories technology. This include but not limited to:               <ol style="list-style-type: none"> <li>a. Managing and lead in championing BYD EV's technology for BYD SG</li> <li>b. Survey, analyse, evaluate and conduct competitive and comparative studies on these technologies</li> <li>c. Propose changes and strategy to improve products competitiveness</li> <li>d. Provide Engineering and technology support for managing of BYD Vehicles</li> <li>e. Review and help implement government requirements, Singapore and international standards relating to automotives and Electric vehicles requirements</li> <li>f. Assist in aftersales technical support, reliability, and failure analysis</li> <li>g. Any other duties assigned by immediate superior with respect to the system's Engineering and scope of work</li> </ol> </li> <li>• Training and training instruction. Conduct training for BYD Products, technology and regulatory requirements including but not limited to:               <ol style="list-style-type: none"> <li>a. Conducting of product training for BYD</li> <li>b. Conduct BYD technical/engineering training courses as per directed by your supervisor. This includes internal and/or external, technical and/or product</li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>• 151 Lor Chuan, Lobby C, #04-03B Singapore 556741</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>training for both internal and external customers, new model/product training for technical staff, Sales &amp; Workshop staff for all BYD equipment etc.</p> <p>c. To attend all courses as per directed by your supervisor whether locally or overseas and deliver the knowledge to participants instructed by BYD</p>	
<b>Head of Marcom</b>	<ul style="list-style-type: none"> <li>• Possess Degree in Public Relations, Marketing Communication preferred</li> <li>• Min. 5 years of relevant experience in corporate, media relations or marketing communications, automotive, will be an added advantage</li> <li>• Possess Class 3 driving license is an added advantage</li> <li>• Ready to leverage on proven marketing skills and enhance new opportunities</li> <li>• Willing to learn</li> <li>• Proven experience in identifying target audiences and in creatively devising and leading across channels marketing campaigns that engages, educates and motivates</li> <li>• Up-to-date with the latest trends and best practices in online</li> </ul>	<ul style="list-style-type: none"> <li>• Advise on strategic plan, eg. produce valuable content, identify and establish marketing campaign to build and execute corporate website, social medial, PR and marketing plan that aligned with company objective to enhance the brand awareness of BYD Singapore</li> <li>• Manage and maintain company's website, social media, mobile Apps</li> <li>• Work within the marketing budget to ensure ROI and revenue goals are met</li> <li>• Build strategic relationships and partnership with key industry players, agencies and vendors to meet company's objective</li> <li>• Manage media relation and database, eg. drafting media presentation script, speech, articles, translation of marketing and PR- related documents and press release</li> <li>• Work with internal and external parties on company events, product launches and exhibitions</li> <li>• Work with internal and external parties to ensure</li> </ul>	<ul style="list-style-type: none"> <li>• 151 Lor Chuan, Lobby C, #04-03B Singapore 556741</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	marketing and measurement <ul style="list-style-type: none"> <li>• Business travels, especially Philippines</li> <li>• Good command of written and spoken in Mandarin and English (for internal engagement with HQ team in BYD China)</li> </ul>	compliance with BYD Corporate Identity Standards <ul style="list-style-type: none"> <li>• Assist to oversee both Singapore and Philippines market</li> <li>• Any other ad-hoc duties assigned by Management</li> </ul>	
<b>Marketing Executive</b>	<ul style="list-style-type: none"> <li>• Bachelor's Degree in Marketing, Business Administration, Communications, or any related field</li> <li>• Minimum 3 years of experience in marketing, preferably within the automotive or technology sectors</li> <li>• Proven track record of developing and executing successful marketing campaigns</li> <li>• Strong understanding of digital marketing tools and techniques, including social media platforms, SEO/SEM, and analytics</li> <li>• Excellent communication and interpersonal skills, with the ability to collaborate effectively across teams</li> <li>• Creative thinking with strong problem-solving abilities and attention to detail</li> <li>• Passion for electric vehicles and sustainable</li> </ul>	<ul style="list-style-type: none"> <li>• Develop and Implement Marketing Strategies: Create and execute marketing plans that align with our business objectives, focusing on increasing brand awareness, generating leads, and driving sales.</li> <li>• Digital Marketing Management: Oversee digital marketing campaigns, including social media, email marketing, SEO/SEM, and content creation. Optimize campaigns based on performance data and industry trends.</li> <li>• Market Research and Analysis: Conduct thorough market research to understand customer needs, market trends, and competitive landscape. Use insights to inform marketing strategies and improve customer targeting.</li> <li>• Content Creation: Develop compelling content for various marketing channels, including website, blogs, social media, and promotional materials. Ensure all content aligns with our brand voice and messaging.</li> <li>• Campaign Management: Plan and manage integrated</li> </ul>	<ul style="list-style-type: none"> <li>• 151 Lor Chuan, Lobby C, #04-03B Singapore 556741</li> </ul>

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	<p>technology is highly desirable</p>	<p>marketing campaigns, including product launches, promotions, and events. Coordinate with cross-functional teams to ensure seamless execution.</p> <ul style="list-style-type: none"> <li>• Brand Management: Maintain and enhance our brand’s reputation through consistent messaging and high-quality customer experiences. Monitor brand perception and address any issues proactively.</li> <li>• Performance Tracking: Monitor and analyze marketing performance metrics, such as website traffic, conversion rates, and ROI. Prepare regular reports and recommend strategies for improvement.</li> <li>• Collaboration and Communication: Work closely with internal teams, including sales, product development, and customer service, to align marketing efforts with company goals. Manage relationships with external agencies and vendors as needed.</li> </ul>	
<p><b>NPS Executive</b></p>	<ul style="list-style-type: none"> <li>• Degree or Diploma in Business management, Marketing, Business administration or Engineering</li> <li>• 5 years working experience in automotive distributor/dealer environment</li> <li>• Conversant with Microsoft office, words, excel, power point etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Manage and handle BYD Vehicles, Net Promoter Score. This include but not limited to:                             <ol style="list-style-type: none"> <li>a. Analyse customer complaints, and refine product and service improvement points</li> <li>b. Regularly produce analysis reports, report to the company, and provide decision-making direction for the company</li> <li>c. Establish customer complaint handling</li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>• 151 Lor Chuan, Lobby C, #04-03B Singapore 556741</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Those with software and IT knowledge are preferred</li> <li>• Proficiency in English and Mandarin (spoken/written)</li> </ul>	<p>standards and processes, track the progress of dealer complaint handling, and evaluate the closed-loop handling effect</p> <ul style="list-style-type: none"> <li>d. Conduct research &amp; survey on customers, distributors and their aftersales</li> <li>e. Score &amp; compare performance, analysis sector &amp; propose improvement</li> <li>f. Provide an overview of BYD NPS landscape</li> <li>g. Conduct NPS operation check</li> <li>h. Manage NPS database</li> </ul>	
<b>Product Planning Manager (Automotive Industry – Passenger Vehicle)</b>	<ul style="list-style-type: none"> <li>• Possess Class 3 driving license</li> <li>• Bachelor’s Degree in any field</li> <li>• Minimum 5 years' experience in sales, product planning, pricing and connectivity within the automotive industry</li> <li>• Good command of written and communication in Mandarin and English</li> <li>• Proficient in communicating relevant information to all levels within an organization</li> <li>• A good team-player, with strong negotiation, networking and client-retention skills</li> </ul>	<ul style="list-style-type: none"> <li>• Reports directly to the Managing Director to oversee the sales' portfolio and responsible for substantial growth of EV in Singapore</li> <li>• Define strategies branding position, market segment and action plan</li> <li>• Planning product line-up and unique selling points (USP) of all car models</li> <li>• Monitor market conditions and competitor activities and products, analysis and recommend strategies to counteract to improve sales</li> <li>• Prepare yearly target and sales plan (yearly and periodic forecast)</li> <li>• Work closely with distributor and customer to grow sales pipeline and to develop marketing and CRM activities for BYD passenger vehicles</li> <li>• Develop products and enhance competitiveness through effective pricing, specification management,</li> </ul>	<ul style="list-style-type: none"> <li>• 151 Lor Chuan, Lobby C, #04-03B Singapore 556741</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>and targeted communication in the respective markets</p> <ul style="list-style-type: none"> <li>• To liaise with other departments of BYD group to ensure synergy and alignment between sales and other functions scope</li> <li>• Other duties as assigned by the Managing Director</li> </ul>	
<p><b>Project Management - Bus experienced</b></p>	<ul style="list-style-type: none"> <li>• Degree/ Diploma in Engineering or equivalent</li> <li>• At least 5 years of relevant experience</li> <li>• Interested and experience in EV</li> <li>• Familiar with local bus vendors</li> </ul>	<ul style="list-style-type: none"> <li>• Provide professional and technical staff assistance, develop and oversee project management, procurement, and contractual management, supervises the integration of technical and engineering activities within projects</li> <li>• Accountable for planning and allocating resources, preparing budgets, monitoring progress, and keeping stakeholders informed throughout the project lifecycle</li> <li>• Planning and developing the project, ensure projects are delivered on time within the stipulated scope and budget, establish a deadline and monitor the progress of the project</li> <li>• Lead the initiation and planning of a project and ensure technical feasibility</li> <li>• Develop a detailed plan to monitor and track the progress of the project</li> <li>• Coordinate with internal and external parties for the execution of projects</li> <li>• Work closely with HQ engineer and in consultation on engineering projects etc with continuous training, upskilling in maintaining, servicing, and managing a fleet of electric vehicles with</li> </ul>	<ul style="list-style-type: none"> <li>• 151 Lor Chuan, Lobby C, #04-03B Singapore 556741</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>respect to software integration management, battery, electrical and in-vehicle system etc.</p> <ul style="list-style-type: none"> <li>• Work closely with sales, engineering, and aftersales team to provide consultation to stakeholders, especially customers to enable a comprehensive appreciation of electric vehicles, in terms of its capability of producing zero emissions, reduce carbon and its features and performance</li> <li>• Assist in documentation of new product/ vehicles homologation approval process</li> <li>• Any other ad hoc duty assigned by Management</li> </ul>	
<p><b>Sales Accounts Senior Executive/ Manager</b></p>	<ul style="list-style-type: none"> <li>• Minimum 3 years of experience in sales, preferably within the automotive industry</li> <li>• Bachelor's Degree in Business administration, Sale and marketing or any relevant field</li> <li>• Excellent communication skills and a demonstrated ability to work with multiple stakeholders to achieve results</li> <li>• A good team-player, with strong negotiation, networking and client-retention skills</li> <li>• Passion for electric vehicles and sustainable technology is highly desirable</li> </ul>	<ul style="list-style-type: none"> <li>• Managing distributor of BYD passenger vehicles to ensure smooth operation and set targets are met</li> <li>• Understand and analyse passenger vehicle market in Singapore and involve in traveling to others Asia Pacific region</li> <li>• Work with internal departments and external vendors/ channel partners in various projects</li> <li>• Be involved in the preparation of quotations, pitches, proposals and presentations to clients</li> <li>• Ensure business administration/ billing are properly monitored and carried out</li> <li>• Oversees leasing and partnership businesses when opportunities arise</li> <li>• Other ad-hoc duties as assigned by management</li> </ul>	<ul style="list-style-type: none"> <li>• 151 Lor Chuan, Lobby C, #04-03B Singapore 556741</li> </ul>

## CBRE

CBRE is a global leader in commercial real estate, offering solutions across every dimension of the industry. Global leader in commercial real estate services since 1977 in Singapore. CBRE Singapore is a firm specialising in commercial property for sale and rent, property valuations, property management, property investment, commercial asset management, advisory and consultancy.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Accounts Executive</b>	<ul style="list-style-type: none"> <li>• 3-5 years experience in accounting, finance or related position</li> <li>• Experience with real estate accounting software (MRI/Yardi) is preferred</li> <li>• Strong written and verbal communication, as well as organizational and analytical skills</li> <li>• Able to provide efficient, timely, reliable and courteous service to customers and effectively present information</li> <li>• Ability to work independently and possess initiative, and at the same time can thrive in a team environment</li> <li>• Able to meet various timelines according to portfolio's requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Provide financial reporting services and prepare client financial statement packages for CBRE client and property</li> <li>• Apply cash and accrual accounting principles to prepare, analyse, maintain and deliver complete and accurate financial reports in a timely manner</li> <li>• Undertake financial analysis and variance commentary in monthly reporting packs</li> <li>• Create and post journal entries; ensure that all expenses, receipts, owner's distributions, funding requests and other transactions for the accounting period have been accurately posted</li> <li>• Perform month end reconciliations for GL and TB including accruals and prepayments</li> <li>• Perform bank reconciliations for all bank accounts within the portfolio</li> <li>• Participate in budgeting and forecasting, for existing or new property and client transitions</li> <li>• Participate in property tax calculations</li> <li>• Coordinate and participate in year-end audits for the portfolio</li> <li>• Maintain property billings including rental, recurring and sundry charges; assist in managing arrears collection</li> </ul>	<ul style="list-style-type: none"> <li>• 9am-6pm</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Process payment runs including funds requests</li> <li>• Preparation of GST schedules for quarterly lodgments</li> <li>• Other responsibilities and tasks assigned from time to time</li> </ul>	
<b>Assistant/ Condo Manager</b>	<ul style="list-style-type: none"> <li>• Degree/ Diploma in a property related field</li> <li>• Minimum 3 years' experience in a similar role within Residential Property Management</li> <li>• Strong attention to detail, and a responsive, proactive attitude</li> <li>• Ability to build relationships at all levels</li> </ul>	<ul style="list-style-type: none"> <li>• To ensure the efficient and smooth operation of all matters relating to maintenance and management of the Condominium</li> </ul> <p><b>Responsibilities</b></p> <ol style="list-style-type: none"> <li>a. To support and assist on general administration of all building trade, site staff relating to rostering of duties, discipline, control of performance standards and staff welfare</li> <li>b. Conduct regular inspections of all common areas, equipment, public walkways, external facade etc.</li> <li>c. Creating and maintaining good rapport with residents/ council members and responding to feedback through various platform such as messenger, email and/ or other digital platform</li> <li>d. To review the overall operation of the management office and recommend improvement from time to time</li> <li>e. Attending to all emergency situations</li> <li>f. Constantly check the entire development to ensure prompt removal of all fire hazards, proper functioning of fire escapes, fire doors and obstruction-free access</li> </ol>	<ul style="list-style-type: none"> <li>• Mon-Fri: 9am-6pm, Sat: 9am-6pm</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>g. Submit recommendations where appropriate, on residents' renovation permits</li> <li>h. Preparation, conducting of Sub-Committee Meeting and preparation of minutes. To assist in Council Meeting and General Meeting and provide 1st draft of minutes</li> <li>i. Any other duties assigned from time to time</li> </ul>	
<p><b>Building Engineer</b></p>	<ul style="list-style-type: none"> <li>• Proven experience as a Building Operation Engineer or similar role</li> <li>• In-depth knowledge of Building General M&amp;E, ACMV systems, and Process Utility Systems</li> <li>• Strong leadership and team management skills</li> <li>• Excellent problem-solving and decision-making abilities</li> <li>• Ability to work effectively in a fast-paced and dynamic environment</li> <li>• Bachelor's Degree or Diploma in Facility Management, Mechanical or Electrical Engineering or a related field</li> <li>• Knowledge and understanding of all applicable good practices and techniques, laws, project controls and environmental regulations to include safety regulations</li> </ul>	<ul style="list-style-type: none"> <li>• We are seeking a highly skilled and experienced Building Engineer to join our team as a key leader in our engineering department. The successful candidate will play a pivotal role in overseeing the daily operations of building systems, with a primary focus on M&amp;E and Air Conditioning and Mechanical Ventilation (ACMV) systems.</li> <li>• The individual will be responsible for managing a team of shift leads and technicians, ensuring the seamless functioning of our facility.</li> </ul> <p><b>Essential Responsibilities</b></p> <ul style="list-style-type: none"> <li>a. Technical Expertise: Demonstrate in-depth technical knowledge of Building General M&amp;E, ACMV systems, and Process Utility Systems (CDA, UPW, PCW, PVAC, Scrubber, etc.)</li> <li>b. Team Management: Lead and manage a team of shift leads and technicians to ensure optimal performance and efficiency</li> <li>c. System Oversight: Oversee the operation, maintenance, and</li> </ul>	<ul style="list-style-type: none"> <li>• 9am-6pm</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Previous experience in a supervisory or managerial role is preferred</li> <li>• Universal CFC certification preferred. Additional certification in one or more of the following: electrical, mechanical, HVAC and refrigeration systems, process controls, mechanical power transmissions, painting, plumbing, carpentry or engine repair</li> <li>• Certifications/ licenses as may be required by local jurisdictions</li> <li>• Ability to comprehend, analyse, and interpret complex business documents</li> <li>• Ability to respond effectively to the most sensitive issues</li> <li>• Ability to write reports, manuals, speeches and articles using distinctive style</li> <li>• Ability to make effective and persuasive presentations on complex topics to employees, clients, top management and/or public groups</li> <li>• Ability to motivate and negotiate effectively with key employees, top management, and</li> </ul>	<p>troubleshooting of building systems to ensure reliability and compliance with industry standards</p> <ul style="list-style-type: none"> <li>d. Preventive Maintenance: Develop and implement preventive maintenance programs to minimize downtime and extend the lifespan of equipment</li> <li>e. Emergency Response: Respond promptly to emergency situations, coordinate with relevant teams, and implement corrective actions to resolve issues efficiently</li> <li>f. Documentation: Maintain accurate records of equipment, maintenance activities, and compliance documentation</li> <li>g. Collaboration: Collaborate with other departments to ensure a coordinated and integrated approach to facility management</li> </ul> <p><b>Supervisory Responsibilities</b></p> <ul style="list-style-type: none"> <li>a. Supervises technical shift team who support the site on a 24 x 7 basis. Responsible for ensuring shift coverage and delivery of planned and preventative maintenance works.</li> <li>b. Provide coaching, assistance such as technical guidance and training to co-workers</li> <li>c. Coordinate site works and assign tasks</li> <li>d. Foster a collaborative and positive work environment</li> </ul>	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>client groups to take desired action</p> <ul style="list-style-type: none"> <li>• Understanding of budgeting and cost management related to building operations</li> <li>• Ability to contribute to financial planning and decision-making</li> <li>• Ability to solve advanced problems and deal with a variety of options in complex situations</li> <li>• Analytical mindset with the ability to assess situations and make sound decisions. Strong problem-solving skills</li> <li>• Proficient in the use of computerized maintenance management systems (CMMS)</li> <li>• Familiarity with relevant safety codes and regulations</li> <li>• Proficiency in Microsoft Office Suite</li> <li>• Ability to adapt to changing priorities and manage multiple tasks simultaneously</li> <li>• Strong interpersonal skills for effective collaboration with internal and external stakeholders</li> </ul>		
<p><b>Centre Manager</b></p>	<ul style="list-style-type: none"> <li>• Commercial / Retail / Industrial building experience will be a strong advantage</li> <li>• Diploma or Degree in Building / Facilities /</li> </ul>	<ul style="list-style-type: none"> <li>• Reporting to Asset Manager, the incumbent will be representing the Managing Agent to manage the client's property</li> </ul>	<ul style="list-style-type: none"> <li>• Mon-Fri: 9am-6pm, Sat: 9am-6pm</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>Property Management or any relevant discipline with minimum 5 - 10 years' experience in similar capacity</p> <ul style="list-style-type: none"> <li>• Good analytical skills to assess situation and determine the best course of action</li> <li>• Strong leadership and stakeholder management to work with client and tenant</li> <li>• Good communication skills, both verbal and written</li> <li>• Dynamic, resourceful, self-motivated, and able to work independently</li> <li>• Must be able to commit to 5.5 days</li> </ul>	<p><b>Responsibilities</b></p> <ol style="list-style-type: none"> <li>a. Hold regular management meetings with client to report on the activities and management of the Property, as well as to present recommendations relating to their management</li> <li>b. Manage financial matters including monitoring of the income and expenditure of the Property to ensure that these are in line with the annual budget, payment of property tax, etc.</li> <li>c. Prepare annual income, expenditure budgets and capital improvement budgets for client's approval within stipulated time frame</li> <li>d. Evaluate, review of maintenance contracts including M&amp;E, cleaning, security, landscaping, pest control for the Property and make recommendations on contract specifications and upgrading standards</li> <li>e. Regular inspections of the Property; identify problems in operational process and bring up any areas of concerns, including any claims, liability or legal process, and improvement plans to the client</li> <li>f. Oversee the preparation of estimates for repair works, works specifications, invitations for quotations, recommendations of award, drafting of contract documents and supervision of works completion</li> </ol>	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>g. Handle tenancy management, including coordination with leasing agent, incoming/ outgoing tenant and occupier for smooth handover of premises in accordance with the tenancy agreements</li> <li>h. Enforce the clauses stipulated within the lease agreements, relevant code of practices and statutory acts</li> <li>i. Review and approve tenant's fit-out design/ plans to ensure compliance to tenancy agreement, government rules, laws and regulations and no damage would be caused to the Property's fixtures and fittings</li> <li>j. Build and maintain positive relationships with tenants and attend to feedback and complaints</li> <li>k. Liaise with government authorities/ statutory boards, architects, engineers and other divisions on matters relating to management and maintenance of the Property</li> <li>l. Regularly check the Property to ensure prompt removal of all fire hazards, proper functioning of fire escapes, fire doors and obstruction-free access</li> <li>m. Responsible for other operational management such as carpark, security/ gantry system, inventory, building fixtures and fittings record</li> </ul>	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		n. Attend to emergency situations in the Property	
<b>Customer Service Officer (Residential Management)</b>	<ul style="list-style-type: none"> <li>• Diploma or other relevant professional certification</li> <li>• Experience in customer service or frontline work is a strong advantage</li> <li>• Good interpersonal and communication skills</li> <li>• Positive, friendly disposition and customer service orientated</li> <li>• Attentive to details, well organized and team play</li> <li>• Must be able to commit to rotating shifts</li> </ul>	<ul style="list-style-type: none"> <li>• Assist residents and visitors, provide customer service support for area locations and other concierge service needs. Complete records, reports and other administrative duties as required and assigned.</li> </ul> <p><b>Responsibilities</b></p> <ol style="list-style-type: none"> <li>a. Display a good disposition with warm and professional greeting to all those entering the property</li> <li>b. Answer telephone line in professional manner with good phone etiquette</li> <li>c. Maintain accurate records of service requests, logs of service requests and track the status</li> <li>d. Respond promptly with accurate and comprehensive information according to the specific request</li> <li>e. Provide administrative assistance to the Condo Manager and members of the property management team</li> <li>f. Summon appropriate assistance and make appropriate notifications in accordance with operating procedures</li> <li>g. Follows security and emergency procedures as defined for the property and responds to emergency situations calmly and efficiently</li> </ol>	<ul style="list-style-type: none"> <li>• Rotating Shifts</li> </ul>
<b>Data Center Facilities Engineer</b>	<ul style="list-style-type: none"> <li>• More than 5 years of work experience in supporting a 24x7 data centre's /</li> </ul>	<ul style="list-style-type: none"> <li>• Deliver Data Center operations including the operation, maintenance and repair of all mission critical equipment and</li> </ul>	<ul style="list-style-type: none"> <li>• Monday - Friday, 9am-6pm</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>critical facilities management</p> <ul style="list-style-type: none"> <li>• More than 3 years of experience working in a mission critical environment</li> <li>• Proven experience in critical services industry</li> <li>• Strong communication skills and the ability to deal with all levels of staff</li> <li>• Demonstrate a good understanding and be technically competent in all building services, in particular UPS, Generators, Static Switches, Water Treatment, Refrigeration and Air Conditioning</li> <li>• Ability to lead, motivate and direct a technical/ engineering team</li> </ul>	<p>systems supporting a 24x7 data centre operation to achieve 100% uptime and 100% compliance with all customer SLAs, site certifications and legislative requirements</p> <ul style="list-style-type: none"> <li>• Maintain 24/7 continuity of utilities: electrical, gas, air-conditioning, heating, water, sewerage, drainage, cleaning and waste management</li> <li>• Provide timely reporting for EHS and CARE and others</li> <li>• Validate/ verify supplier works and provide approval for invoice payments</li> <li>• Ensure site resources are efficiently and effectively managed inclusive of technical, non-technical aspects and 24/7 technical operational staff. Ensure services are continually provided and all leave is planned, coordinated and covered.</li> <li>• Manage, investigate and resolve complex technical issues and incidents which arise at the site, reporting all issues back to the Critical Facility Manager</li> <li>• Assist in development and coordination of engineering design concepts or changes for the site</li> <li>• Review equipment lifecycle and support the Critical Facility Manager in preparing annual OPEX and CAPEX plans to forecast future expenditure for the site, ensuring works can be performed concurrently and without interruption to the facility</li> <li>• Prepare and maintain asset maintenance plans and tasks up to date with new equipment</li> </ul>	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>and revised maintenance or regulatory requirements</p> <ul style="list-style-type: none"> <li>• Prepare and/or review all change management procedures, maintain up to date library of switching and isolation procedures</li> <li>• Identify and provide training to staff where required to ensure they are appropriately skilled for tasks performed on site</li> <li>• Monitor and report on-site electrical and cooling capacities ensuring that all services are operating within design limits</li> <li>• Develop and maintain a thorough knowledge of all critical assets and their independencies with other critical systems and operations of the site</li> <li>• Prepare business and operational risk assessments, work plans and procedures necessary to mitigate against disruption to services during maintenance, repair or upgrade works to the critical systems and assets at the site</li> <li>• Coordinate and prepare change requests</li> <li>• Attend and perform all critical switching, isolation of services at the site so that equipment is by-passed to allow maintenance to be performed. This includes attendance outside of normal working hours at any time requested by CBRE/the client.</li> <li>• Management of planned maintenance, repairs and upgrade, activities ensuring that all works have an appropriate supervision structure in place. This includes attendance outside of normal</li> </ul>	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>working hours at any time requested by CBRE/client.</p> <ul style="list-style-type: none"> <li>• Ensure plant and equipment is operating efficiently and to correct parameters. Actively participate in energy programs and constantly review site PUE to ensure that the plant is running at optimum levels.</li> <li>• Manage repairs, replacement or upgrade of plant assets or infrastructure as per life cycle plan or as a result of a failure or improvements</li> <li>• Carry out daily, weekly and monthly routine inspections of all critical assets where required</li> <li>• Assist with client auditors and audits ensuring that all documentation is accurately filed and easily accessible on request</li> <li>• Support in the preparation of site performance reports as requested which are typically: <ul style="list-style-type: none"> <li>- capacity utilization</li> <li>- site performance reports</li> <li>- risk registers</li> <li>- work order / finance reports</li> </ul> </li> <li>• Manage all PPM and reactive works using the systems provided, ensuring that all work orders are electronically closed out within customer service level expectations</li> <li>• Raise work-orders to suppliers prior to commencement of works and manage payment process using internal financial systems</li> <li>• Manage internal and external resources managing costs to set budget constraints</li> </ul>	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Request authorization for works outside approved spend limits</li> <li>• Be available for on 24/7 on-call to manage the rectification process for all issues and emergencies</li> <li>• Ensure that all Critical Services Technicians are trained to respond to critical situations</li> <li>• Articulate and live the CBRE culture, set an example by modeling the required behaviors and hold others (employees and peers) accountable for their actions by identifying and acting on behavior which is inconsistent with agreed standards</li> <li>• Comply with all CBRE systems used to meet its health and safety obligations</li> <li>• Work safely and not put themselves or anyone else’s health or safety at risk by their acts or omissions</li> <li>• Comply with the CBRE Environmental policies and adhere to procedures and work instructions that are relevant to their activities</li> <li>• Operate in a manner that will minimize any adverse environmental impacts associated with their site activities</li> <li>• Create and nurture on-site Client and stakeholder relations</li> <li>• Ensure 100% compliance to agreed KPI’s</li> <li>• Ensure subcontractors perform in accordance with agreed scope of works and provide regular reporting</li> <li>• Ensure electrical and mechanical infrastructure is maintained per manufacturers</li> </ul>	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>recommendation or client/CBRE statements of work (SOW)</p> <ul style="list-style-type: none"> <li>• Be willing/ able to be appointed as an HV authorized person for the site, and champion technical operations compliance at all times</li> <li>• Responsible for maintaining excellent standards of response to Asset performance, completion of assigned work and ensure any abnormal operating conditions and housekeeping issues are dealt with proficiently</li> <li>• Supervise and manage the technical on-site team members to ensure exceptional performance is being achieved. The Lead Engineer is responsible for setting performance goals for the team, as well as responsible for the development, coaching, and counselling of the team members.</li> <li>• You will be responsible to coordinate work permits and to escalate where necessary approval of permits that can affect the business-critical systems</li> <li>• Closely monitor the Risk Assessments and Supplier activities on the site and ensure they follow current H&amp;S legalisation</li> <li>• Manage contractors/suppliers to ensure maintenance, repairs, and operations are to a high standard and in line with maintenance agreements/SLAs</li> <li>• Develop, implement and audit local Method of Procedures (MOP's), Standard Operating</li> </ul>	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>Procedures (SOP's), Emergency Operating Procedures (EOP's)</p> <ul style="list-style-type: none"> <li>• Monitor the closure of the permits and provide the business with an 'end of business report' of outstanding permits</li> <li>• Manage minor projects and administration of professional consultants/contractors providing building repair, and capital improvement services where required</li> <li>• Perform and execute as and when necessary rounds throughout the Data Centre and around property as directed to ensure the integrity of the site</li> <li>• Conduct site safety and hazard identification inspections</li> <li>• Report all safety concerns, hazards, near misses and incidents</li> <li>• Ensures compliance with, local, state and federal regulatory requirements including environmental, building, fire, health &amp; safety</li> <li>• Supporting CMMS Operator in scheduling/closing out workorders assigned to internal and external technicians</li> <li>• Provide relief to the Critical Facilities Manager or Data Centre Manager during their absence</li> </ul>	
<p><b>Data Center Shift Lead</b></p>	<ul style="list-style-type: none"> <li>• Experience in facility management with Banking/Data Centre environment is compulsory</li> <li>• Strong knowledge and skills in HVAC</li> <li>• Must be well-organized and able to</li> </ul>	<ul style="list-style-type: none"> <li>• This position requires on awareness of critical environment operating practices and protocols and routine conduct of hands-on maintenance work on a variety of non-critical facility system and equipment in an operating critical environment.</li> </ul>	<ul style="list-style-type: none"> <li>• 12 hours shift; 4 days work, 4 days off</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>prioritize multiple tasks</p> <ul style="list-style-type: none"> <li>• Ability to work independently and exhibit a superior customer service attitude</li> <li>• Knowledge of Data Centre basic design; resiliency, redundancy, battery backup, BMS, Fire Protection System</li> <li>• Flexible to work on 12 hours rotating shift</li> </ul>	<p><b>Responsibilities</b></p> <ol style="list-style-type: none"> <li>a. Comply with all applicable codes, regulations, governmental agency and Company directives related to building operations and work safety</li> <li>b. Perform assigned day-to-day repairs, emergency, predictive and preventive maintenance</li> <li>c. Assist with troubleshooting and repairs of buildings and installed systems to include Mechanical, Electrical, HVAC, UPS, CRAC, Critical facilities equipment</li> <li>d. Conduct site inspections, recording readings and data logging for computer equipment room to ensure proper operation of equipment</li> <li>e. Review assigned work orders</li> <li>f. Estimate time and materials needed to complete repair</li> <li>g. Order necessary materials and supplies to complete all tasks</li> <li>h. Highly adaptable to a fast-paced and dynamic environment</li> <li>i. Job Shift Rotation required include Night Independent &amp; responds quickly to emergency situations</li> <li>j. Knowledge of critical facilities redundancy</li> <li>k. Perform other services determined necessary to maintain and operate all mission critical related infrastructure in an approved manner</li> </ol>	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>l. Responsible for managing the optimum stock level of critical spares</li> <li>m. Operate and inspect emergency power generation and reliability equipment to determine systems are functioning properly and that maintenance is performed</li> <li>n. Respond immediately to emergency situations (fire, evacuation, equipment failure, etc.) and customer concerns</li> <li>o. Supports incident management and reports</li> <li>p. Coordinate with 3rd party vendors and Landlord Technical team</li> <li>q. Perform additional job duties as requested by Supervisor</li> </ul>	
<p><b>Facilities Coordinator</b></p>	<ul style="list-style-type: none"> <li>• Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions</li> <li>• High school diploma or general education degree (GED)</li> <li>• Minimum of four years of related progressive experience and/or training</li> <li>• Ability to comprehend and interpret instructions, short correspondence, and memos and ask clarifying questions to ensure understanding</li> </ul>	<ul style="list-style-type: none"> <li>• Provide assistance to Facility Management team in completion of multiple functions of building operations and maintenance for an office, campus or portfolio of buildings</li> </ul> <p><b>Essential Responsibilities</b></p> <ul style="list-style-type: none"> <li>a. Oversee and/or coordinates maintenance/repair work assignments performed by technicians, vendors and contractors performing building maintenance, greenery, pest control and janitorial work</li> <li>b. Respond to client inquiries and complaints. Ensure timely and quality service delivery to clients. Follow up with clients to ensure customer satisfaction.</li> </ul>	<ul style="list-style-type: none"> <li>• 9am-6pm</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Ability to write routine reports and correspondence</li> <li>• Ability to respond to common inquiries or complaints from clients, co-workers, and/or supervisor</li> <li>• Ability to effectively present information to an internal department and/or large groups of employees</li> <li>• Requires basic knowledge of financial terms and principles</li> <li>• Ability to calculate simple figures such as percentages</li> <li>• Ability to understand and carry out general instructions in standard situations</li> <li>• Ability to solve problems in standard situations. Requires basic analytical skills</li> <li>• Intermediate skills with Microsoft Office Suite, Outlook, and intranet/internet</li> <li>• Ability to use work order system</li> </ul> <p><b>Scope of Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Decisions made with general understanding of procedures and company policies to achieve set results and deadlines. Errors in judgment may cause short-term</li> </ul>	<ul style="list-style-type: none"> <li>c. Perform facilities inspections and prepare reports</li> <li>d. Ensure site equipment and facilities are well maintained and renewals are in place. Work with EHS to ensure site safety and management is in place.</li> <li>e. May coordinate and manage move, add and change activities</li> <li>f. Assist in the preparation of operating and capital budgets</li> <li>g. Manage vendor relationships and train vendors on work order and billing procedures</li> <li>h. Process invoices and ensure proper cost center coding</li> <li>i. Create work orders and assign work orders to multiple technicians, subcontractors and vendors</li> <li>j. Communicate work orders to technicians and assist management in resolving problems</li> <li>k. Provide reports on open and closed work orders and check status with the appropriate technician or vendor on a weekly basis</li> <li>l. Maintain files on work orders, proposals, quotation and service reports</li> <li>m. Check and review accuracy on completed paperwork submitted by vendors</li> <li>n. Scan and upload service report to work order platform and client sharepoint</li> <li>o. Use PC and/or PDA for work order system, email, ESS and training</li> </ul>	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>impact to co-workers and supervisors.</p>	<p>p. Assist with process and procedure training                      q. Other duties may be assigned by line manager                      r. Could accept travel and relocation arrangement</p> <p><b>Supervisory Responsibilities</b>                      a. May provide informal assistance such as technical guidance and/or training to coworkers                      b. May coordinate work and assign tasks</p>	
<p><b>M&amp;E Property Executive</b></p>	<ul style="list-style-type: none"> <li>• Degree/ Diploma in Engineering (Mechanical/ Electrical/ Facilities) or Building/ Facilities management or relevant discipline</li> <li>• Minimum 2 years' experience in similar capacity, managing commercial/ industrial/ retail building and has a sound knowledge of building M&amp;E systems</li> <li>• Good verbal and written communication skills to liaise with all levels of owner/ tenants</li> <li>• Good interpersonal skills and able to build and maintain rapport with stakeholders</li> <li>• Property management experience in a commercial/ industrial/ retail</li> </ul>	<ul style="list-style-type: none"> <li>• Reports to the Centre Manager and ensure the efficient and smooth operation of all matters relating to M&amp;E and maintenance of the Property</li> </ul> <p><b>Responsibilities</b></p> <ul style="list-style-type: none"> <li>a. Planning and implementation of repairs &amp; maintenance programmes such as preventive maintenance, corrective maintenance and inspection schedules in M&amp;E system, equipment, plumbing, sanitary etc.</li> <li>b. Day-to-day management of building, site staff relating to rostering of duties, discipline, control of performance standards and staff welfare</li> <li>c. Evaluation, management, and recommendation of vendors for various M&amp;E systems and equipment</li> <li>d. Conduct regular inspections, review contract specifications and make recommendations on upgrading standards for various M&amp;E systems and equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Mon-Fri: 9am-6pm, Sat: 9am-6pm</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>development is a strong advantage</p> <ul style="list-style-type: none"> <li>• Candidates with more years of relevant experience may be considered for Senior Executive position</li> <li>• Must be able to commit to 5.5 days</li> </ul>	<ul style="list-style-type: none"> <li>e. Prepare cost estimates, work specifications, invite quotations, recommendations of award for various repairs and maintenance work</li> <li>f. Supervise building works carried out by maintenance staff and service contractors, ensure that all works comply with specifications and statutory requirement, and initiate actions against defaulting contractors when necessary</li> <li>g. Liaise with government authorities/ statutory boards, architects, engineers, and other divisions on matters relating to management and maintenance of the Property</li> <li>h. Create and maintain good relationship, address technical concerns, enquiries and feedback raised by tenants/ occupiers</li> <li>i. Work with tenants, vet and submit recommendations on their fitting-out works, where appropriate</li> <li>j. Attend to emergencies in the Property and any other duties assigned to you from time to time</li> </ul>	
<b>Project Manager</b>	<ul style="list-style-type: none"> <li>• Bachelor's Degree preferred with 3-5 years of relevant experience. In lieu of a degree, a combination of experience and education will be considered.</li> </ul>	<ul style="list-style-type: none"> <li>• As a CBRE Project Management Manager, you'll manage a team responsible for providing basic management services to achieve the company's strategic business objectives.</li> <li>• This job is part of the Project Management function. They are responsible for the management of projects from</li> </ul>	<ul style="list-style-type: none"> <li>• 9am-6pm</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• LEED AP, PMP, and CCM designations preferred</li> <li>• Experience in the areas of staffing, selection, training, development, coaching, mentoring, measuring, appraising, and rewarding performance and retention is preferred</li> <li>• Ability to guide the exchange of sensitive, complicated, and difficult information, convey performance expectations and handle problems</li> <li>• Leadership skills to motivate team impact on quality, efficiency, and effectiveness of the job discipline and department</li> <li>• In-depth knowledge of Microsoft Office products. Examples include Word, Excel, Outlook, etc.</li> <li>• Extensive organizational skills with a strong inquisitive mindset.</li> <li>• Intermediate math skills. Ability to calculate complicated figures such as percentages, fractions, and other financial-related calculations</li> </ul>	<p>initiation through completion.</p> <p><b>Responsibilities</b></p> <ol style="list-style-type: none"> <li>a. Provide formal supervision to employees. Monitor the training and development of staff. Conduct performance evaluations and coaching.</li> <li>b. Oversee the recruiting and hiring of new employees</li> <li>c. Coordinate and manage the team's daily activities</li> <li>d. Establish work schedules, assign tasks, and cross-train staff. Set and track staff and department deadlines. Mentor and coach as needed.</li> <li>e. Oversee all phases of project management including procurement, contracting, planning, tracking, etc.</li> <li>f. Ensure that contract procurement, negotiation, execution, administration, and closeout are accurate, timely, and compliant</li> <li>g. Monitor billing, accounts receivable collection, expense monitoring and control, staffing, and full P&amp;L to EBITDA</li> <li>h. Work cross-functionally with other business lines to achieve the company's strategic business objectives</li> <li>i. Identify small to medium project risks, lead reviews, and develop risk mitigation and backup plans</li> <li>j. Lead by example and model behaviors that are consistent with CBRE RISE values</li> </ol>	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>k. Influence parties of shared interests to reach an agreement</li> <li>l. Apply knowledge of own discipline and how own discipline integrates with others to achieve team and departmental objectives</li> <li>m. Identify, troubleshoot, and resolve day-to-day and moderately complex issues which may or may not be evident in existing systems and processes</li> </ul>	
<p><b>Regional Facilities Manager</b></p>	<ul style="list-style-type: none"> <li>• Bachelor's Degree preferred with 5-7 years of relevant experience. In lieu of a degree, a combination of experience and education will be considered</li> <li>• Valid driver's license required</li> <li>• Facility Management certification preferred</li> <li>• Experience in the areas of staffing, selection, training, development, coaching, mentoring, measuring, appraising, and rewarding performance and retention preferred</li> <li>• Ability to guide the exchange of sensitive, complicated, and difficult information, convey performance expectations and handle problems</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure all aspects of the Facilities Management functions are being performed satisfactorily and are maintained to a high standard and in accordance with the Client's policies and all relevant legislation across all regions</li> <li>• Manage relevant soft services relating to the aesthetics and hospitality services of the sites and report faults/issues as appropriate</li> <li>• Accountable for contract financial performance and risk management</li> <li>• Help to establish 'value for money' strategies for delivering the management services</li> <li>• Promote innovative ways to add value and reduce costs within the team and associated contracts</li> <li>• Approves purchase orders for non-controllable works and monitor service providers for payment and manages communication with finance team members and other stakeholders as required</li> <li>• Contribute to the development of the annual budget for the sites</li> </ul>	<ul style="list-style-type: none"> <li>• 9am-6pm</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Leadership skills to motivate team impact on quality, efficiency, and effectiveness of the job discipline and department</li> <li>• Extensive organizational skills with a strong inquisitive mindset</li> <li>• Advanced math skills. Ability to calculate difficult figures such as percentages, fractions, and other financial-related calculations</li> </ul>	<ul style="list-style-type: none"> <li>• Attain budget goals by analysing and evaluating financial statements, reconciling monthly statements against approved budget, and working with senior management on such financials</li> <li>• Day-to-day supervision of members of the SEA &amp; Australia facilities team</li> <li>• Ensure effective line management of direct reports and demonstrate effective people management skills to support both performance and development of colleagues</li> <li>• Develop effective relationships with clients and stakeholders ensuring their satisfaction with service delivery and meet regularly with senior client management to further develop these relationships</li> <li>• Communicate well and demonstrate a pleasant, polite, efficient, caring and friendly disposition to customers and clients in all areas of service</li> <li>• Any other roles &amp; duties assign by immediate Line Manager</li> </ul>	
<p><b>Senior Critical Facilities Engineer</b></p>	<ul style="list-style-type: none"> <li>• Diploma / Bachelor's Degree from an accredited college or university in a major field of study</li> <li>• Trade Certification or state license in Electrical or Mechanical (HVAC)</li> <li>• Minimum 2 years' experience in team management</li> <li>• Minimum 3 years' experience in critical facilities operations</li> </ul>	<ul style="list-style-type: none"> <li>• Manage Critical Facility Engineer &amp; Technician shift staff: coaches, mentors, and develops staff, oversees and support facilities training program, conducts performance reviews and sponsors team goals</li> <li>• Manage operations and maintenance of all assigned site critical infrastructure equipment and systems</li> <li>• Support the creation, review and approval of Critical Environment procedures</li> </ul>	<ul style="list-style-type: none"> <li>• 9am-6pm</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Working knowledge of Microsoft Office suite</li> <li>• Familiar with maintenance management programs</li> </ul>	<ul style="list-style-type: none"> <li>• Oversee Computerized Maintenance Management System usage and reporting</li> <li>• Back-up Data Center Critical Service manager as point of contact for clients</li> <li>• Maintain positive and professional working relationships with internal and external teams</li> <li>• Respond to customer requests for service</li> <li>• Review routine maintenance tasks in accordance with Client Safety Policy and Procedures</li> <li>• Inspect buildings, grounds and equipment for unsafe or malfunctioning conditions</li> <li>• Establish operational and performance benchmarks, conduct analyses and prepare reports on all aspect of the critical facility operation and maintenance</li> <li>• Troubleshoot, evaluate and recommend system upgrades</li> <li>• Support and oversee parts management process for maintenance and repairs</li> <li>• Work with vendors and contractors to ensure their work meets Client standards</li> <li>• Review all maintenance to ensure the highest level of efficiency without disruption to the business</li> </ul>	
<b>Senior Estate Manager</b>	<ul style="list-style-type: none"> <li>• Good time management and multitasking skills, able to work with accuracy under pressure and meet deadlines</li> <li>• Strong communication and analytical skills, with the ability to respond</li> </ul>	<ul style="list-style-type: none"> <li>• Support day-to-day management of client's real estate portfolio which includes amongst others database management and critical dates monitoring</li> <li>• Support in the preparation, recommendation, and implementation of a portfolio-wide transaction strategy</li> </ul>	<ul style="list-style-type: none"> <li>• 9am-6pm</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>effectively to sensitive issues</p> <ul style="list-style-type: none"> <li>• Experience and knowledge of database management (e.g. Siterra+, Harbourflex, CoStar or similar), will be useful.</li> <li>• Good working knowledge of Microsoft Office</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinate resources for any required real estate activities eg. site inspections</li> <li>• Support real estate transaction (acquisition, renewal and termination) activities</li> <li>• Develop relationship and work closely with Client's stakeholders including Project Management, Facilities Management, Finance and others, ensuring seamless integration between the service lines</li> <li>• Ensure timely and accurate delivery of client's portfolio, transactions and financial reporting requirements</li> <li>• Establish and build good relationships with landlords on behalf of clients</li> </ul>	
<p><b>Senior HR Operations Specialist</b></p>	<ul style="list-style-type: none"> <li>• 4-6 years' experience in HR Operations and/or HR Shared Services</li> <li>• Experience working in a multi-national environment, and fast-moving services businesses with a Shared Service model or a mix of decentralised and centralised HR Operating models is advantageous</li> <li>• Familiarity of HR functions and processes across at least one functional area of Human Resources which may include Operations and Payroll</li> <li>• Forward thinking, proactive, driven and resourceful team</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible to deliver consistent and reliable support for core People Operations services including but not limited to employee data management for On-Boarding, Off-Boarding, Transfer, Promotion, Personal Data changes, leave and benefit administration</li> <li>• Support People related transactions and inquiries from employees via ServiceNow to ensure KPI and SLAs for Employee and Manager requests are delivered effectively whilst meeting all in Country regulatory and compliance requirements</li> <li>• Drive best practices and functions as an escalation point to the Shared Services team to mitigate and resolve issues and identifying any root causes and ensuring timely resolution</li> </ul>	<ul style="list-style-type: none"> <li>• 9am-6pm</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>player who is also able to work independently under high pressure situations</p> <ul style="list-style-type: none"> <li>• Good knowledge and understanding of Oracle PeopleSoft, Service Now, Taleo, Avature or other related databases</li> </ul>	<ul style="list-style-type: none"> <li>• Handle face-to-face employee or Manager queries, advising on company policy and best practice, escalating to the People Business Partner when required</li> <li>• Carry out timely and accurate benefits and leave administration</li> <li>• Partner and Support in Regional and Global People Platform projects through the provision of Country requirements and involvement in User Acceptance Testing</li> <li>• Ownership and Oversight of up-to-date SOPs, process flows, guidelines and internal documentation, ensuring quality assurance and customer expectations are met</li> <li>• Manage projects from People Operations perspective to ensure timely launches of new services and programs</li> <li>• Work with third-party vendors to monitor SLA achievements in support of total rewards, benefits and other administration processes, providing feedback and suggestions for improvement as needed</li> <li>• Support in ensuring payroll data accuracy, reliability, confidentiality, timeliness and completeness, monitoring overall payroll service delivery</li> <li>• Ensure reporting is compliant with Country required statutory and regulatory reporting, including Corporate Governance activities, such as FCPA, MOM and other government bodies</li> </ul>	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<p><b>Senior Project Manager</b></p>	<ul style="list-style-type: none"> <li>• Bachelor's Degree preferred with 5 - 8 years of relevant project management experience gained preferably from the Data Center sector</li> <li>• Experience in leading and managing regional DC projects while navigating through complex stakeholder structures across the region</li> <li>• Ability to lead the exchange of sensitive, complicated, and difficult information, convey performance expectations and handle problems</li> <li>• Leadership skills to motivate the team to achieve broad operational targets with impacts on own job discipline, multiple job disciplines, and department</li> <li>• In-depth knowledge of Microsoft Office products. Examples include Word, Excel, Outlook, etc.</li> <li>• Extensive organizational skills and an advanced inquisitive mindset</li> </ul>	<ul style="list-style-type: none"> <li>• As a CBRE Senior Project Manager, you'll be responsible for providing advanced project management and implementation services to our client, a renowned investment banking client.</li> <li>- Regional exposure</li> <li>- Data Center ICT projects focused</li> <li>- Excellent career progression and benefits on offer</li> </ul> <p><b>Responsibilities</b></p> <ol style="list-style-type: none"> <li>a. Oversee all phases of project management including procurement, contracting, planning, tracking, and execution</li> <li>b. Ensure that contract procurement, negotiation, execution, administration, and closeout are accurate, timely, and compliant</li> <li>c. Monitor billing, accounts receivable collection, expense monitoring and control, staffing, and full P&amp;L to EBITDA</li> <li>d. Work cross-functionally with other business lines to achieve the company's strategic business objectives</li> <li>e. Identify complex project risks, lead reviews, and develop risk mitigation and backup plans</li> <li>f. Apply a broad knowledge of the business, own discipline, and how own discipline integrates with others to achieve team and departmental objectives</li> <li>g. Lead by example and model behaviors that are</li> </ol>	<ul style="list-style-type: none"> <li>• Monday - Friday, 9am-6pm</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>consistent with CBRE RISE values</p> <ul style="list-style-type: none"> <li>h. Influence others to adopt a different point of view while being guided by policies and departmental plans</li> <li>i. Identify and solve technical and operational problems of complexity</li> <li>j. Understand and recognize the broader impact across the department</li> <li>k. Improve and change existing methods, processes, and standards within the job discipline</li> </ul>	
<p><b>Transaction Manager</b></p>	<ul style="list-style-type: none"> <li>• Bachelor's degree in business or related field, MBA preferred. Applicable industry tenure or similar combination of education and experience, Real Estate Salesperson license is preferred</li> <li>• Ability to comprehend, analyze, and interpret the most complex business documents</li> <li>• Ability to respond effectively to the most sensitive issues</li> <li>• Ability to write reports using distinctive style</li> <li>• Ability to make effective and persuasive presentations on complex topics to employees, clients, top management and/or public groups</li> </ul>	<ul style="list-style-type: none"> <li>• Provide ongoing management of real estate transaction activities for a complex or high-profile portfolio of properties on behalf of our corporate clients</li> <li>• Prepare, recommend, and implement a portfolio-wide transaction strategy for acquiring and disposing of real estate properties</li> <li>• Coordinate field resources and other stakeholders in the execution of lease renewals, new site acquisitions, disposition of surplus space through subleasing, sale renewals, early lease termination, and more</li> <li>• Implement real estate plans with an understanding of the client's strategic real estate goals. Assist with project initiation and scope definition, prioritization of assignments, and adherence to client-driven priorities, commitments, and milestones.</li> <li>• Concurrently acts as landlord/seller agent and</li> </ul>	<ul style="list-style-type: none"> <li>• 9am-6pm</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Ability to motivate and negotiate effectively with key employees, top management, and client groups to take desired action</li> <li>• Requires in-depth knowledge of financial terms and principles</li> <li>• Ability to calculate complex figures</li> <li>• Ability to forecast and prepare budgets</li> <li>• Conducts financial/business analysis including the preparation of reports</li> <li>• Ability to solve advanced problems and deal with a variety of options in complex situations</li> <li>• Requires expert level analytical and quantitative skills with proven experience in developing strategic solutions. Draws upon the analysis of others and makes recommendations that have a direct impact on the client</li> <li>• Advanced computer software application (Microsoft Excel, Word, PowerPoint, Outlook, etc.) and Internet navigational skills</li> <li>• Strong interpersonal and organizational skills with ability to</li> </ul>	<p>tenant/buyer agent and effectively negotiates the business terms and conditions for a wide variety of commercial real estate products, including land, office, retail and industrial</p> <ul style="list-style-type: none"> <li>• Coordinate field broker selection and other required resources, subject matter experts, and business partners. If necessary, facilitates client review and approval of proposed team resources for the purpose of transaction execution.</li> <li>• Draft and create a large variety of analyses and relevant documents, including but not limited to: project initiation, market comparable reports, Requests for Proposals (RFPs), proposal comparison packages, letters of intent, and broker's opinions of value</li> <li>• Coordinate the negotiation of sales through a field broker</li> <li>• Negotiate leases and lease amendments. Monitor lease expirations. Negotiate lease renewals within prescribed timeline.</li> <li>• Locate and acquire new properties to meet client's requirements and timeline.</li> <li>• Dispose of surplus properties within prescribed timeline</li> <li>• Understands how to review, analyze, and interpret financial analysis templates including book and cash flow projections, NPV (net present value), and/or IRR (internal rate of return) financial analyses to enable clients to make more informed decisions</li> </ul>	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>manage multiple projects simultaneously</p> <ul style="list-style-type: none"> <li>• Decisions made with in-depth understanding and interpretation of procedures, company policies and business practices to achieve general results</li> <li>• Responsible for setting department deadlines. Errors in judgment may cause significant impact to client, co-workers, supervisor, department and/or line of business.</li> </ul>	<ul style="list-style-type: none"> <li>• Works closely with CBRE and/or client's Lease Administration, Project Management, Facility Management, and Finance/Accounting teams to ensure integration between the service lines</li> <li>• Closely tracks all transaction activity (commissionable and non-commissionable), prepares commission forecasts and vouchers, and accounts for all savings results achieved on behalf of clients</li> <li>• Monitors and maintains a real estate project tracking system to ensure timely transaction completion. Prepares reports and makes presentations to relevant parties.</li> <li>• Adheres to all state real estate agency requirements. Ensures compliance with CBRE's corporate policies as they relate to identifying and mitigating potential conflicts of interest.</li> <li>• Resolves landlord and tenant disputes</li> </ul>	
<p><b>Workplace Experience Manager</b></p>	<ul style="list-style-type: none"> <li>• Bachelor's Degree preferred with 3-5 years of relevant experience. In lieu of a degree, a combination of experience and education will be considered</li> <li>• Experience in the areas of staffing, selection, training, development, coaching, mentoring, measuring, appraising, and rewarding</li> </ul>	<ul style="list-style-type: none"> <li>• As a CBRE Workplace Experience Manager, you will be responsible for managing employees who oversee the delivery of workplace experience services. Examples of services include Concierge, Reception, Meeting &amp; Event Management, and administrative office duties.</li> <li>• This job is part of the Workplace Experience function. They are responsible for providing world-class customer service to the clients and visitors of a designated building.</li> </ul>	<ul style="list-style-type: none"> <li>• 9am-6pm</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>performance and retention preferred</p> <ul style="list-style-type: none"> <li>• Ability to guide the exchange of sensitive, complicated, and difficult information, convey performance expectations and handle problems</li> <li>• Leadership skills to motivate team impact on quality, efficiency, and effectiveness of the job discipline and department</li> <li>• In-depth knowledge of Microsoft Office products. Examples include Word, Excel, Outlook, etc.</li> <li>• Extensive organizational skills with a strong inquisitive mindset</li> </ul>	<p><b>Responsibilities</b></p> <ol style="list-style-type: none"> <li>a. Provide formal supervision to employees. Monitor the training and development of staff. Conduct performance evaluations and coaching.</li> <li>b. Oversee the recruiting and hiring of new employees</li> <li>c. Coordinate and manage the team's daily activities. Establish work schedules, assign tasks, and cross-train staff. Set and track staff and department deadlines. Mentor and coach as needed.</li> <li>d. Build and maintain a trusted client relationship. Negotiate with clients, partners, and associates to resolve conflicting priorities.</li> <li>e. Ensure support provided by the team is efficient and consistent. Suggest process improvement efforts on a regular basis. Assist with developing strategic solutions.</li> <li>f. Assess technological and training needs for Workplace Experience teams and clients</li> <li>g. Always follow safety standards with employees, clients, and vendors</li> <li>h. Develop vendor partnerships with the intention of cost saving efforts. Manage negotiations for contract services. Confirm that all vendors have current proof of insurance and contractual documentation.</li> </ol>	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>i. Oversee programs ran by third party vendors. This includes food delivery, organizing events, providing transportation, or mail distribution. Ensure all invoices for business services billed.</li> <li>j. Lead by example and model behaviors that are consistent with CBRE RISE values</li> <li>k. Influence parties of shared interests to reach an agreement</li> <li>l. Apply knowledge of own discipline and how own discipline integrates with others to achieve team and departmental objectives</li> <li>m. Identify, troubleshoot, and resolve day-to-day and moderately complex issues which may or may not be evident in existing systems and processes</li> </ul>	

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Saturdays: 9am to 1pm  
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