

e2i Built Environment -CBRE Pte Ltd Recruitment Fair

JOB LISTING BOOKLET

Date: 25 March 2026,
Time: 10am - 4pm



About e2i (Employment and Employability Institute)

e2i is the empowering network for workers and employers seeking employment and employability solutions. e2i serves as a bridge between workers and employers, connecting with workers to offer job security through job-matching, career guidance and skills upgrading services, and partnering employers to address their manpower needs through recruitment, training and job redesign solutions. e2i is a tripartite initiative of the National Trades Union Congress set up to support nation-wide manpower and skills upgrading initiatives. For more information, please visit www.e2i.com.sg

Content Page

Pages [Click on the specific role to view more details]

CBRE PTE LTD.....	3
• Administrative Assistant	3
• Centre Manager	3
• Customer Service Officer	4
• Facilities Coordinator	5
• Facilities Manager	5
• Finance & Admin Executive.....	6
• Leasing Manager / Executive – Retail Mall	8
• Maintenance Technician (Shift / Non-Shift).....	9
• Receptionist	10
• Senior Property Executive/Property Executive	11
#2 e2i Services.....	12

CBRE PTE LTD

A worldwide commercial real estate services & investment company, CBRE has clients in 100+ countries, including over 95% of the Fortune 100. It offers real estate services to occupiers, owners, lenders and investors in office, retail, industrial, multifamily, and other types of commercial real estate categories. CBRE provides services to occupiers and investors such as facilities management, project management, property sales and leasing, loan origination and servicing, investment management, valuation and development services and workspace solutions.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Administrative Assistant	<p>Job Description:</p> <ul style="list-style-type: none"> Reporting to the Centre Manager, the Admin Assistant will perform administrative and customer service support for security, car park, fire safety, equipment maintenance, and other projects. Perform all office administrative duties, including filing of all correspondence, storing and retrieval of old files and records and keeping and updating tenant records. Receive telephone calls and direct calls to the appropriate officers and provide available information where required. Assist in compilation of monthly and quarterly reports and ensure timely submission. Making requisition of management office stationery and maintain inventory. <p>Job Requirement:</p> <ul style="list-style-type: none"> N/ O levels or other relevant professional certification. Experience in Property Management/ Real Estate industry is a strong advantage. Good interpersonal and communication skills. Meticulous to ensure administrative accuracy. Open to work 5.5 days. 	<ul style="list-style-type: none"> 5.5 days 44 hours Full time/ Permanent Various Location
Centre Manager	<p>Job Description:</p> <ul style="list-style-type: none"> Using independent discretion, responds to tenant needs, ensuring that administrative and building technical staff resolve problems promptly and/or contracts for vendor services as required. Ensures that services are provided in compliance with policies, procedures, regulations and contractual obligations and standards. Performs periodic regular property inspections. Based on independent review and assessment, recommends to clients and/or approves on client's behalf the alterations, maintenance and reconditioning as necessary. Contracts for and supervises vendor services as required. At owner's discretion, markets the property, showing space to prospective tenants. Coordinates tenant move-ins and move-outs, and "walks-through" spaces with tenants and tenant improvement department. Develops and controls annual budgets for operating and capital expenses based on operating knowledge of the property/portfolio. Forecasts management plans and prepares monthly performance, explaining variances. 	<ul style="list-style-type: none"> 5.5 days 44 hours Full time/ Permanent Various Location

Click Here for Table of Content

Click Here for Table of Content

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Execute all areas defined as part of the Real Estate Manager job description duties in the absence of the Real Estate Manager. <p>Job Requirement:</p> <ul style="list-style-type: none"> • Bachelor's degree (BA/BS) from four-year college or university and a minimum of 2 - 4 years of related experience and/or training. • Real Estate Salesperson license. • Requires knowledge of financial terms and principles. • Ability to calculate intermediate figures such as percentages, discounts, and/or commissions. • Conducts basic financial analysis. • Ability to comprehend, analyze, and interpret documents. Ability to solve problems involving several options in situations. • Requires intermediate analytical and quantitative skills. • Responsible for personal safety and the safety of those who are affected by your work. This includes but is not limited to: <ul style="list-style-type: none"> • 1. Complete all required and assign HSE training at a satisfactory level. • 2. Follow all activity policies and procedures, including all HSE-related requirements at all times. • 3. Participate in all HSE-related programs & activities as required, including incident investigations, interviews, auditing and assessment, etc. • 4. Report any conditions which you feel could result in an accident or injury and / or stop work if required. 	
<p>Customer Service Officer</p>	<p>Job Description:</p> <ul style="list-style-type: none"> • Display a good disposition with warm and professional greeting to all those entering the property. • Answers telephone line in professional manner with good phone etiquette. • Provides administrative assistance to the Property Manager and members of the property management team. • Summons appropriate assistance and makes appropriate notifications in accordance with operating procedures. • Follows security and emergency procedures as defined for the property and responds to emergency situations calmly and efficiently. <p>Job Requirement:</p> <ul style="list-style-type: none"> • Minimum O levels or other relevant professional certification. • Experience in customer service or frontline work is a strong advantage. • Good interpersonal and communication skills. • Positive, friendly disposition and customer service orientated. • Attentive to details, well organized and team player. 	<ul style="list-style-type: none"> • 5.5 days • 44 hours • Full time/ Permanent • Various Location

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Facilities Coordinator	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Point of contact for escalated communications between landlord, tenants, and service providers by ensuring all procedures, policies, and reporting formats are understood, and implemented. • Allocate work orders and schedule repairs from requests. • Review data from work order reports and create and present performance and progress status reports to management. • Review all work orders, proposals, department files, and other paperwork submitted by vendors for accuracy and compliance. • Check rooms and furniture to identify needs for repairs or renovations. • Fix minor malfunctions in office equipment. • Research new services and appliances to facilitate operations. • Gather and analyze data to identify and solve complex problems that arise with little or no precedent. May recommend new techniques. • Impact own team and other teams whose work activities are closely related. • Suggest improvements to existing processes and solutions to improve the efficiency of the team. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Minimum Diploma in Facilities Management / Engineering related with 3-4 years of job-related experience. • A comprehensive understanding of a range of processes, procedures, systems, and concepts within own job function is required. • Ability to evaluate and communicates unusual and/or complex content in a concise and logical way. • In-depth knowledge of Microsoft Office products. Examples include Word, Excel, Outlook, etc. • Organizational skills with an advanced inquisitive mindset. • Advanced math skills. Ability to calculate advanced figures such as percentages, discounts, and markups. 	<ul style="list-style-type: none"> • 5.5 days • 44 hours • Full time/ Permanent • Various Location
Facilities Manager	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Provide formal supervision to employees. • Monitor the training and development of staff. • Conduct performance evaluations and coaching. • Oversee the recruiting and hiring of new employees. • Schedule 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. • Coordinate and manage facility repairs and maintenance by working with technicians, vendors, and contractors. • Maintain positive client relationships and conduct meetings on unresolved facility issues. • Prepare and manage capital projects, operating budgets, and variance reports. 	<ul style="list-style-type: none"> • 5 days • 40 hours • Full time/ Permanent • Various Location

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Perform facility inspections quality assurance following local, state, and federal regulations. Suggest operational efficiencies, repairs, and upgrade opportunities. • Manage environmental health and safety procedures for facilities. • Oversee vendor relationships and invoicing procedures. Review price quotes for the procurement of parts, services, and labor for projects. • Conduct process and procedure training on maintenance, repairs, and safety best practices. • Lead by example and model behaviors that are consistent with CBRE RISE values. • Influence parties of shared interests to reach an agreement. • Apply knowledge of own discipline and how own discipline integrates with others to achieve team and departmental objectives. • Identify, troubleshoot, and resolve day-to-day and moderately complex issues which may or may not be evident in existing systems and processes. <p>Job Requirement:</p> <ul style="list-style-type: none"> • Bachelor's Degree preferred with minimum 5 years of relevant experience. In lieu of a degree, a combination of experience and education will be considered. • Candidates with a CFME certification will have an added advantage. • Strong experience in M&E preferred. • Experience in the areas of staffing, selection, training, development, coaching, mentoring, measuring, appraising, and rewarding performance and retention preferred. • Ability to guide the exchange of sensitive, complicated, and difficult information, convey performance expectations and handle problems. • Leadership skills to motivate team impact on quality, efficiency, and effectiveness of the job discipline and department. • Extensive organizational skills with a strong inquisitive mindset. • Advanced math skills. Ability to calculate difficult figures such as percentages, fractions, and other financial-related calculations. 	
<p>Finance & Admin Executive</p>	<p>Job Description: <u>Contract</u></p> <ul style="list-style-type: none"> • Drive high quality commercial and financial performance of the contract by understanding contract commitments and encouraging better buying practices. • Identify and support implementation of cost savings opportunities to ensure client and CBRE financial savings targets are maximised. • Continually improve systems, processes, and operations, bringing efficiency benefits to customer and CBRE. • Support Contract Manager in internal and client reporting, such as internal contract review (AIQ) and customer monthly management report (MMR). 	<ul style="list-style-type: none"> • 5.5 days • 44 hours • Full time/ Permanent • Various Location

Click Here for Table of Content

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p><u>Procurement</u></p> <ul style="list-style-type: none"> • Source and onboard vendors, and obtain quotations based on contract specifications and service requirements. • Encourage use of preferred suppliers and better buying best practices. • Support operations team in assessing supplier performance and update feedback in mySupplier. <p><u>Finance</u></p> <ul style="list-style-type: none"> • Raise purchase orders (PO), perform good receipting (GR) for services delivered, and liaise with vendors and shared service centre on vendor invoices and their payments. • Keep track of vendor costs against budget and client funding. • Raise client billings by calculating pricing and margin, issuing and submitting client billings to client. • Liaise with client on accounts receivable (AR) and escalate to Contract Manager and Lead Contract Support to resolve any collection issue. • Support Finance Manager in contract finance month-end close by determining revenue and cost accruals. • Review Power BI dashboards and finance packs to monitor P&L, unbilled revenue (UBR), AR, work-in-progress (WIP), open POs and aged accruals. • Assist in ad-hoc contract financial reporting requirements. • Ensure the accuracy and integrity of operations of financial systems, processes, and accounting records. <p><u>People</u></p> <ul style="list-style-type: none"> • Monitor operations team attendance tracker and leave planner, supporting Contract Manager in minimising labour backfill requirement. • Monitor, consolidate and submit monthly overtime for operations team. • Keep track of training records and coordinate training for operations team. • Support onboarding and induction of new joiner and reinforce company culture and best practices among operations team. • Work with Lead Contract Support to ensure labour allocations are up to date for accurate internal and client reporting. <p><u>Quality</u></p> <ul style="list-style-type: none"> • Provide helpdesk support, including logging, distributing, and closing reactive requests in the computer-aided facility management (CAFM) system. • Manage the CAFM system as super user, supporting management of PPM and reactive records and their reporting. • Coordinate vendor files to ensure compliance with statutory quality, health, safety, and environment (QHSE) requirements. • Log hazards and customer feedback in the QHSE management portal. • Maintain eLogbooks to ensure compliance. • Ensure company policies and standard operating procedures are consistently followed across the contract. 	

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Minimum Diploma or a Bachelor's degree in Business Administration or a related discipline. • Strong computer literacy with proficiency in Microsoft Office and knowledge of systems such as Coupa/myBuy, PeopleSoft, iScala, Power BI will be an advantage. • Able to manage both internal and external stakeholders in a matrix organisation through effective communication and relationship building. • Strong client focus with a passion for delivering excellent customer service. • Demonstrate interest in learning and understanding the facilities management business and operations. • Results-oriented with strong attention to detail and accuracy. • Excellent time management and organisational skills, with the ability to manage multiple priorities and voluminous information. • Maintain a professional, confidential, and discreet approach at all times. 	
<p>Leasing Manager / Executive – Retail Mall</p>	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Accountable for driving revenue by prospecting new and working on renewal of short-term License Agreements and long term Leases identified by the company. • Involved in formulating, developing and implementing marketing strategies. • General administration of all lease documentation. • Serving any contractual notice required in relation to tenancy expiration upon instruction by Landlords. • Assisting with the delivery of possessions to new tenants and arrange collection and refund of security deposit as mentioned under Tenancy Agreement. • Assisting with the legal documentation in respect of new and existing tenancies, early termination, etc. • Assisting in negotiation with tenants for compensation for early termination as instructed by the Landlords. • Support in updating tenancy schedules and preparing necessary budgets for submission to Landlords. • Monitor rental payments to ensure timely settlement by tenants and to initiate necessary action to recover any arrears. • Support and shadow Centre Manager on negotiating and monitoring terms of leases including dates of lease expiry and pre-termination of lease, preparation of retail plan on a shop-by-shop basis together with accurate and credible forecasts for renewals, market reviews, vacancies and critical tenants • Support in attending to tenancy-related matters • Conduct market and competitor analysis • Conduct marketing sales calls / site viewings and presentations • Responsible for tenant management which includes maintaining tenant contact, working through solutions to 	<ul style="list-style-type: none"> • 5.5 days • 44 hours • Full time/ Permanent • Various Location

Click Here for Table of Content

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	<p>meet requests, visit tenants on a regular basis, plan and implement customer care programs and events</p> <ul style="list-style-type: none"> Any other ad-hoc duties assigned to you by the Management team. <p>Job Requirement:</p> <ul style="list-style-type: none"> Bachelor's degree from a related industry (Business / Real Estate) and a minimum of 3-5 years of related experience and/or training. Prior specialty leasing experience in Commercial or Retail properties will be preferred. Must possess or be able to obtain CEA salesperson's license within short period of time. Strong verbal and written communications skills. Good interpersonal skills to work with landlords, tenants and people at all levels. Good network and database of retail tenants prospects. Good proficiency in MS office. 	
<p>Maintenance Technician (Shift / Non-Shift)</p>	<p>Job Description:</p> <ul style="list-style-type: none"> Perform ongoing preventive maintenance and repairs on mechanical, electrical, and other building systems. Conduct routine maintenance inspections, diagnose potential problems, and make repairs. Assist with the installation and modification of building equipment and systems. Review assigned work orders and partner with available systems to track completion. Support energy management by ensuring all building systems are operating efficiently. Inspect existing installations for compliance with building codes and safety regulations. Use existing procedures to solve straightforward problems. Exchange straightforward information in a clear, concise manner. Impact team through defined duties, methods and tasks as described in detail. Deliver own output by following defined procedures and processes under close supervision and guidance. <p>Job Requirement:</p> <ul style="list-style-type: none"> NITEC or Higher NITEC in Electrical / Mechanical Engineering Relevance experience within facilities management Ability to comprehend and interpret instructions, short correspondence, and memos and ask clarifying questions to ensure understanding. Ability to write routine reports and correspondence. Ability to respond to common inquiries or complaints from clients, co-workers, and/or supervisor. Ability to effectively present information to an internal department and/or large groups of employees. 	<ul style="list-style-type: none"> 5.5 days 44 hours Full time/ Permanent Various Location

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Receptionist	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Delivers great experience at highest level of hospitality services, meeting customer needs and exceeding expectations, maintaining standards, elevating delight and removing obstacles. • Ensure employee engagement (meet and greet) and provide end user support based on their needs (human engagement). • Implement an appropriate process in place on how the customers/visitors are to be serviced in a customer centric manner, in accordance with Good Industry Practice. • Ensure staff have a site-wide knowledge of building facilities, meeting room locations, special events, surrounding amenities as appropriate in relation to the scope of their role. • Assess that the visitor space is functional, with proper office equipment, phone, furniture, and where not, escalate appropriately. • Ensure all internal & external meeting rooms are kept clean, and tidy are ready to be used. • Professional Telephone Answering. • Offer high quality front office client services including concierge. • Creating rapport with guests, clients & customers. Anticipating their needs and providing outstanding services. • Assisting visitors in a professional manner. • Managing Visitor volumes / Visitor Security / Registration / Appointment Management/ Call Management / Tracking Mechanism. • Board Visits / VVIP movements. • Logistical support in relation to Event Management & Public Relations activities. • Meet and greet clients and visitors at the reception. • Interact with clients and visitors to resolve their queries on workplace issue. • Alternate rotation to assist in Mailroom duties when required. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Minimum 1-year experience of working at the Front of House within a Corporate or Hotel environment • Experience of working within a demanding fast-paced environment involving high levels of customer care. • Experience of working within a team and desiring to provide a "best class" service. • Strong customer service skills. • Professional telephone manners together with excellent verbal and written communication skills. • Proficiency in Microsoft Office suite. 	<ul style="list-style-type: none"> • 5 days • 44 hours • Full time/ Permanent • Various Location

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Senior Property Executive/Property Executive	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • General administration of all building works/service contracts, carpark management, security and fire protection system. • Oversee all aspects of common areas defects, repairs & maintenance matters, plumbing, sanitary, car park and fire & security matters. • Planning and implementation of building maintenance programmes such as preventive, corrective maintenance, inspection schedules and programmes relating to security. • Check all safety equipment, work methods and procedures regularly; ensure proper control/record of keys movement and take necessary action to rectify any unsafe situations and enhance the security in the building. • Supervise building works carried out by maintenance staff and service contractors, ensure that all works comply with specifications and statutory requirements, and initiate actions against defaulting contractors when needed. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Diploma or Degree in Building / Facilities / Property Management / Engineering or relevant discipline. • Minimum 2-3 years' experience in similar role. • Strong verbal and written communication skills to front and manage all levels of tenants or landlord. • Dynamic, resourceful, self-motivated, able to work independently as well as in a team. • Commercial / Retail / Industrial building experience will be a strong advantage. 	<ul style="list-style-type: none"> • 5.5 days • 44 hours • Full time/ Permanent • Various Location

#2 e2i Services

- Career Coaching & Job Matching
- Skills Future Advice

We have compiled a list of resources for you to widen your search, sharpen your skills, and receive funding support.

Meet an e2i Career Coach

For jobseekers who need to speak to a career coach for career advisory and support, they can make an appointment online to meet up with an e2i coach for one-to-one coaching.



<https://e2i.com.sg/app>

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

**e2i Career Centre
(Devan Nair Institute for Employment and
Employability)**

80 Jurong East St 21,
Level 2, Singapore 609607

Operating Hours

Mondays: 2:30pm – 5:00pm
Tuesdays – Fridays: 9:00am – 5:00pm
Saturdays: 9:00am – 1:00pm

**e2i Career Centre
(One Marina Boulevard)**

1 Marina Boulevard, #B1-03,
Singapore 018989

Operating Hours

Mondays: 2:30pm – 5:00pm
Tuesdays – Fridays: 9:00am – 5:00pm
Saturdays: 9:00am – 1:00pm

**e2i Career Centre
(Our Tampines Hub)**

ServiceSG Centre Our Tampines Hub,
1 Tampines Walk, #01-21,
Singapore 528523

Operating Hours

Mondays: 2:30pm – 5:00pm
Tuesdays – Fridays: 9:00am – 5:00pm
Saturdays: 9:00am – 1:00pm

**e2i Career Centre
(Woodlands Civic Centre)**

ServiceSG Centre Woodlands,
900 South Woodlands Drive,
#03-01 Woodlands Civic Centre,
Singapore 730900

Or make an appointment at any of our 23 Jobs & Skills Centres located island wide:

<https://www.e2i.com.sg/locations/#SGUJSC>

NTUC Job Security Council's Telegram Channels

Be alerted to daily on the latest job vacancies from hiring companies

Subscribe to **PMET Job-Alert**

(e.g. Analysts, Engineers, Executives, Technicians etc)

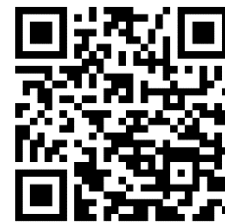
<https://bit.ly/jsc-ja-pmet>



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(e.g. Temporary, Part-time jobs, Operators, Packer roles)

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Click Here for Table of Content