

e2i & Teambuild Engineering & Construction

@HDB Hub Bizthree, #07-11

Together, Potential Meets Opportunities

JOB LISTING BOOKLET



Date: 15 Dec 2023 (Friday)
Time: 10am to 4pm



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.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Senior HR Assistant	<p><u>Job Description:</u></p> <p>Empower Our Team: New Staff Journey</p> <ul style="list-style-type: none"> • Guide new employees through their probation period, managing confirmation processes and updates in our HR system. Issue confirmation e-letters using our HR system, including any associated increment details for payroll. <p>Navigating Transitions: Staff Resignation and Offboarding</p> <ul style="list-style-type: none"> • Handle staff resignations with care, updating HR systems and managing annual leave earned. • Facilitate the exit clearance process, ensuring a smooth transition for departing employees. <p>Beyond Borders: Offshore Payroll Management</p> <ul style="list-style-type: none"> • Validate and process offshore payroll payments, ensuring accurate and timely remuneration for our global workforce. <p>Talent Scouting: Staff Recruitment Support</p> <ul style="list-style-type: none"> • Screen resumes from various job portals, assisting in the recruitment process to bring in the best talent for our team. <p>Caring for Our Team: Staff Benefits and Well-being</p> <ul style="list-style-type: none"> • Oversee outpatient medical administration, managing enrolments and maintaining accurate cost center data for billing. • Handle insurance matters, including worker injury claims and staff personal accident/hospitalization claims. • Assist in staff loan processes, from contract agreements to repayment coordination. • Share in the joy of our staff's significant life events through thoughtful announcements. <p>Adaptable Team Player: HR Ad-Hoc Duties</p> <ul style="list-style-type: none"> • Step up and assist in various HR tasks as needed, showcasing your flexibility and dedication to the team's success. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Detail-Oriented: You have a keen eye for details, ensuring accuracy and completeness in all your tasks. • Communication Pro: Strong written and verbal communication skills, allowing you to interact effectively with colleagues and external partners. • Empathetic: You understand the importance of compassionate communication in handling staff matters, from new beginnings to farewells. • Tech-Savvy: Comfortable navigating HR systems and tools, ensuring efficient processes and data management. • Collaborator: You thrive in a team environment, sharing insights and ideas to contribute to collective success. • Proactive: Anticipate needs and take initiative, ensuring tasks are completed efficiently and promptly. • Diploma holder and minimum 1 year of working experience. 	<p>Working Hours:</p> <ul style="list-style-type: none"> • 4 days • 8.30am - 6pm • Full Time/ Permanent <p>Location:</p> <ul style="list-style-type: none"> • Singapore 533844

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Workplace Safety and Health Officer	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Implement appropriate safety measurements in accordance with the Workplace Health and Safety Act. • Enforce all safety requirements and company safety rules and regulations. • Conduct regular site checks and take appropriate corrective actions. • Conduct regular inspection to ensure ECM and environmental plan in place. • Maintain and update all WSH records, certificates, and reports in accordance with WSH legislation. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Registered WSH Officer with MOM. • Minimum 3 years relevant working experience in construction industry. 	<p>Working Hours:</p> <ul style="list-style-type: none"> • 5.5 days • 8am - 5pm (Mon to Fri) • 8am - 12pm (Sat) • Full Time/ Permanent <p>Location:</p> <ul style="list-style-type: none"> • Singapore 533844
Electrical Supervisor	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Co-ordinate, program and monitor site work, material and workforce. • Attend site meeting and resolve technical issue with main contractor or consultant. • Implementation of Cost, Quality, Productivity, Safety and Health control on site. • Ensure procedures, standards and guidelines are followed and maintained. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Able to produce working and As-built drawing including O&M manual. • Nitec in Electrical Engineering. • Minimum 2 years of working experience. 	<p>Working Hours:</p> <ul style="list-style-type: none"> • 5.5 days • 8am - 5pm (Mon to Fri) • 8am - 12pm (Sat) • Full Time/ Permanent <p>Location:</p> <ul style="list-style-type: none"> • Singapore 533844
Structural Supervisor	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Lead and supervise work closely with other sub-contractors within the project to meet project schedule. • Lead and motivate team of workforce including control and supervision of given tasks. • Ensure procedures, standards and guidelines are followed, maintained, and implement corrective/ preventive actions. • Ensure sub-contractors execute their works accurately in accordance to the approved shop-drawings, technical submissions and checklists. • Attend site meeting and resolve technical issue with main contractor or consultant. • Implement works safety, environmental requirements/ procedures. • Implementation of cost and quality on site, and to ensure minimum wastage and reworks. • Assist in preparation of working and as-built drawing including O&M manual. • Other ad-hoc duties assigned by superior. 	<p>Working Hours:</p> <ul style="list-style-type: none"> • 5.5 days • 8am - 5pm (Mon to Fri) • 8am - 12pm (Sat) • Full Time/ Permanent <p>Location:</p> <ul style="list-style-type: none"> • Singapore 533844

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	<p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Preferably with Structural experience in building construction industry. • Able to meet deadlines. • Experience in handling sub-contractors and general worker would be advantageous. • Diploma holder and minimum 2 years of working experience. 	
Project Engineer	<p><u>Job Description:</u></p> <p>Project Management</p> <ul style="list-style-type: none"> • To resolve all technical and non-technical issues. • To ensure the tracking and monitoring of items such as Variation Orders, Material Testing, Specialists Architectural Items, etc. • Assists Project Manager in verifying monthly progress claims / EOT claims. • Assists Project Manager in monthly progress reports. Responsible for submission and monitoring of technical drawings, method statements and proposals. • To ensure supervisors & chargehand met client & regulatory requirements. • To carry out short-term planning to meet site progress. Involving in client/consultant/sub-contractor meetings. • To co-ordinate, program and monitor site work, materials, plant & equipment. • To resolve site issues with sub con. • Carry out project objectives to align with company goals. <p>Project Budget Control</p> <ul style="list-style-type: none"> • Reduce material wastages on site. • Maximise usage of machineries/equipments/ • Reduce utilities on site. • To control the allocated direct workforce effectively i.e. no. of direct workers and overtime etc. • Follow approved construction method that is cost effective, productive & without compromising on Quality. • Meet targeted progress of works so as to achieve the intended cash flow. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Understands the drawings and scope of works. • Understands the implications of different technical choices to meet the project objectives. • To have knowledge in the preparation of engineering project proposals and method statements. • Diploma in Civil Engineering (Hons). • Minimum 1 year of working experience. 	<p>Working Hours:</p> <ul style="list-style-type: none"> • 5 days • 8.30am - 6pm • Full Time/ Permanent <p>Location:</p> <ul style="list-style-type: none"> • Singapore 533844

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Planning Engineer	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Manage day to day operations, inventory control, safety, quality, and deliveries. • Involve actively in safety initiatives, production planning, manpower management and daily management. • Assist in training of technical staff pertaining to process and equipment knowledge. • Carry out continuous improvement program, achieving productivity improvement and cost reduction for the company. • Initiate, maintain & update of QEHS related documentations. • Conduct risk assessment for work activities. • Monitor test equipment calibration status and follow-up with its calibration, maintenance. • Other ad-hoc duties assigned by superior. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Bachelor's degree in engineering or related field. • Diploma in Engineering is acceptable if incumbent has more than 5 years of relevant experience. • Strong team player & collaboration with cross-functional team • Working knowledge of MS Office and ERP systems • Minimum 1 year of working experience. 	<p>Working Hours:</p> <ul style="list-style-type: none"> • 5 days • 8.30am - 6pm • Full Time/ Permanent <p>Location:</p> <ul style="list-style-type: none"> • Singapore 533844
Quantity Surveyor	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Responsible for contract documentation. • Responsible for taking off measurement and preparation of tender submission. • Responsible for handling running project. • Review the subcontractor's quotation for completeness. • Responsible for filing of respective project documents. • Assist and perform all tasks assigned by respective superior. • Ensure the return of duly signed subcontractor/supplier agreement/works order. • Other ad-hoc duties assigned by superior. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Minimum Diploma in Civil Engineering or equivalent. • Preferably with 3 years of experience in related industry. • Able to work independently, resourceful, meticulous. 	<p>Working Hours:</p> <ul style="list-style-type: none"> • 5 days • 8.30am - 6pm • Full Time/ Permanent <p>Location:</p> <ul style="list-style-type: none"> • Singapore 533844
Assistant Quantity Surveyor	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Reading of tender documents and specifications for architectural measurements. • Conduct GFA, structural, and architectural measurements for both HDB and private projects. • Prepare for call for quotations, including preparing for quotation list; preparing of documents for quote; calling of quotes; monitoring return quotes; and giving feedback on status of quote. • Prepare Tender documents for sign off by respective parties, ensure completeness and follow through whole tender process. • Assist in subcontractor payment process. 	<p>Working Hours:</p> <ul style="list-style-type: none"> • 5 days • 8.30am - 6pm • Full Time/ Permanent <p>Location:</p> <ul style="list-style-type: none"> • Singapore 533844

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	<p><u>Job Requirement:</u></p> <p>Communication</p> <ul style="list-style-type: none"> • Take instructions and clarify when unclear or in doubt. • Present ideas and information in an accurate, organized, and logical manner in written/verbal communication. <p>Productivity</p> <ul style="list-style-type: none"> • Display a conscientious commitment to get the job done. • Clarify on work priorities and complete tasks within deadlines. <p>Relationship Building</p> <ul style="list-style-type: none"> • Exhibit respect in dealing with others at work. • Open to receive feedback. • Work towards cooperation and collaboration in getting work done. <p>Strategic Thinking</p> <ul style="list-style-type: none"> • Plan ahead within own scope of work and problem solve before issues surface or are escalated. <p>Problem Solving and Decision Making</p> <ul style="list-style-type: none"> • Identify potential solutions to problems (at least have a POV). • Arrive at logical solutions to resolve issues within own scope of work. <p>Leadership</p> <ul style="list-style-type: none"> • Maintain high level of self-awareness and demonstrate corporate maturity. • Motivate self and display a passion for learning. <p>Corporate Responsibility</p> <ul style="list-style-type: none"> • Demonstrate appropriate behaviours to uphold the company's image, reputation, and credentials (even during non-office hours, in both physical and online space). 	
Driver	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Operate Company's Vehicle. • Ensure safety at workplace. • Other ad-hoc duties assigned by superior. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Possess Class 3 or Class 4 driver license. • Relevant experience is an advantage. • Able to perform heavy duties. 	<p>Working Hours:</p> <ul style="list-style-type: none"> • 6 days • 8am - 5pm (Mon to Fri) • 8am - 4pm (Sat) • Full Time/ Permanent <p>Location:</p> <ul style="list-style-type: none"> • Singapore 533844
Assistant Planning Engineer	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • To establish the Master Project Schedule together with project management team using Primavera P6 program. • Preparation of program updates and monthly reporting. • To coordinate micro programs for project. • To perform actions like sourcing technical information, submission of method statement for site installation works. • Oversee timelines for engineering proposals and submissions. • To check and confirm accuracy of technical coordination, proposals, and drawings. 	<p>Working Hours:</p> <ul style="list-style-type: none"> • 5 days • 8.30am - 6pm • Full Time/ Permanent <p>Location:</p> <ul style="list-style-type: none"> • Singapore 533844

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	<p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Diploma in Engineering or related field. • Strong team player & collaboration with cross-functional team. • Working knowledge of MS Office and ERP systems. 	
Welder	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Operate Welding machine/equipment to complete assigned tasks. • Operate Forklift when needed. • Ensure safety at workplace. • Other ad-hoc duties assigned by superior. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Min. 2 to 3 years' experience in welding. • Able to read construction drawings and work independently. • Having welder certification of 3G/4G/6G. 	<p>Working Hours:</p> <ul style="list-style-type: none"> • 3 days • 8.30am - 6pm • Part Time <p>Location:</p> <ul style="list-style-type: none"> • Singapore 533844
Data Entry Assistant	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Insert data by inputting text based and numerical information from source documents within time limits. • Compile, verify accuracy and sort information according to priorities to prepare source data for computer entry. • Review data for deficiencies or errors, correct any incompatibilities if possible and check output. • Maintains data entry requirements by following data program techniques and procedures. • Generate reports, store completed work in designated locations and perform backup operations. • Respond to queries for information and access relevant files. • Provide data entry support across departments on an ad-hoc basis. • Provide administrative support. • Assist and perform all tasks assigned by respective superior. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Computer literacy. • Able to write and converse in English. • Ability to work to deadlines. • Ability to work fast and be accurate. • Good attention to details. • Good team player. 	<p>Working Hours:</p> <ul style="list-style-type: none"> • 3 days • 8.30am - 6pm • Part Time <p>Location:</p> <ul style="list-style-type: none"> • Singapore 533844
Office Attendant	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Preparing drink for Top Management. • Preparing refreshments for Management Meeting and Management Level Meeting. • General cleaning and maintenance of pantry area for all floors. • Help on checking the cleanliness of toilets. • Assist to monitor stationeries stock level. • Replenish all pantry stocks, toiletries, stationeries as and when needed. • Other ad-hoc duties assigned by superior. 	<p>Working Hours:</p> <ul style="list-style-type: none"> • 5 days • 8am - 6pm • Full Time/ Permanent <p>Location:</p> <ul style="list-style-type: none"> • Singapore 533844

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	<p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Pleasant, Polite, and able to work independently. • Preferably 2 years experiences. 	
<p>Design Engineer (Plumbing)</p>	<p>Project Management</p> <ul style="list-style-type: none"> • To resolve all technical and non-technical issues. • To ensure the tracking and monitoring of items such as Variation, Orders, Material Testing, Specialists Architectural Items, etc. • Assists Project Manager in verifying monthly progress claims / EOT claims. • Assists Project Manager in monthly progress reports. • Assists in tender preparations & technical submissions. • Review project specifications, technical clarifications and construction drawings. • Responsible for submission and monitoring of technical drawings, method statements and proposals. • Plan, organize and control Design operations to ensure efficient delegation of duties and responsibilities. • To ensure supervisors & chargehand met client & regulatory requirements. • To carry out short-term planning to meet site progress Involving in client / consultant / sub-contractor meetings. • To co-ordinate, program and monitor site work, materials, plant & equipment. • To resolve site issues with sub con. • Carry out project objectives to align with company goals. <p>Project Budget Control</p> <ul style="list-style-type: none"> • Reduce material wastages on site. • Maximise usage of machineries and equipment on site. • Reduce utilities on site. • To control the allocated direct workforce effectively i.e. no. of direct workers and overtime etc. • Follow approved construction method that is cost effective, productive & without compromising on Quality. • Meet targeted progress of works so as to achieve the intended cash flow. • Able to forward details costing on installation as request. • Provide advice to the project staffs for the details on the operation. • process and the material wastages control <p>Technical Understanding</p> <ul style="list-style-type: none"> • Understands the drawings and scope of works. • Ensure designed quality of works is achieved and regulatory requirement are complied with. • Understands the implications of different technical choices so as to meet the project objectives. • Involve in providing value engineering solutions basing on knowledge. • To have knowledge in the preparation of engineering project proposals and method statements. 	<p>Working Hours:</p> <ul style="list-style-type: none"> • 5.5 days • 8am - 5pm (Mon to Fri) • 8am - 12pm (Sat) • Full Time/ Permanent <p>Location:</p> <ul style="list-style-type: none"> • Singapore 533844

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	<p><u>Job Requirement:</u></p> <ul style="list-style-type: none">• Experienced in coordination with clients, consultants for building projects.• Able to carry out basic engineering design calculations.• Well-versed in MS Office and the latest version of AutoCad.• Excellent interpersonal and communication skills.	

Please note that there will be photo-taking/video taking at this event. By participating in this event, you hereby consent to have your photograph/video taken by e2i for the purposes of marketing/promotion/publicity and to be published on media platforms, public or otherwise.