

e2i Built Environment & EM Services P/L Recruitment Fair

Together, Potential Meets Opportunities

JOB LISTING BOOKLET



Date: 26 Jan 2024(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 | <u>Key Responsibilities / Pre-requisites</u> | Working Hours / Location |
|---------------------------------------|--|--|
| Senior Finance Admin Assistant | <p>Job Description:</p> <ul style="list-style-type: none"> • Perform counter duties on rotation basis (e.g., collection of payments, attending to resident enquiries, etc.). • Perform accounting duties such as bank reconciliation, A/R, A/P, invoicing, data entry, invoicing, etc. • Handle general administrative duties. • Assist in preparing monthly reports, perform day-end closing, prepare payment vouchers & reminder notices. <p>Job Requirement:</p> <ul style="list-style-type: none"> • Nitec/Higher Nitec/Diploma in Accounting. • Have positive working attitude, proactive and meticulous. • Proficient in Microsoft Office (Word and Excel). • Good communication and interpersonal skills. • Minimum 1 year of relevant accounting work experience preferred. • Half working Saturday once every 3 weeks. | <p>Working Hours:</p> <ul style="list-style-type: none"> • 5 days • Full Time/Perm • 8am to 5pm <p>• Location: Singapore 159309</p> |
| Finance & Audit Manager | <p>Job Description:</p> <ul style="list-style-type: none"> • Manage end-to end audit cycle for multiple audit assignments, including outsourced auditors for complex audit projects. • Lead the planning of assigned internal audit project and design audit program and audit tests to ascertain the state of internal controls and compliance with corporate policies, guidelines, and regulatory requirements. • Provide guidance to the audit team to conduct review of key internal control procedures, risk and control matrix including data analytics, and complete the audit project in a timely manner while maintaining audit quality to provide independent assurance. • Ensure proper audit evidence are obtained and audit documentation are carried out in accordance with internal audit standards. • Evaluate the adequacy and effectiveness of business process to identify key risk areas and gaps / weaknesses/deficiencies in internal control and non-compliance with policies and procedures and regulatory requirements. • Recommend business focused solutions to mitigate risks, improve internal controls, risk management and governance processes, and enhance the effectiveness and efficiency of operations. Maintain proper documentation of findings and follow up closely with the business units to ensure prompt and substantive resolutions of audit issue for reporting to the Audit Committee. • Ensure concise and comprehensive audit reports are submitted for review and conduct presentation to the Management, the Audit Committee, and the Board of Directors. <p>Job Requirement:</p> <ul style="list-style-type: none"> • Bachelor's degree / Diploma in Accountancy or equivalent from a recognised university or relevant professional qualification. • At least three years of audit experience • Proficiency in Microsoft Office applications (i.e. Word, Excel and Powerpoint). Knowledge in tableau or other data analytics tools (e.g. ACL, IDEA, Power BI, etc) will be an advantage. • Good organisational and interpersonal skills with ability to interact effectively with multi-disciplinary colleagues at all levels. • Strong problem solving and analytical skills with high attention to details. • Ability to exercise objective judgement with strong logical and critical thinking skills. • Self-motivated team player with continuous learning attitude, sharing knowledge and ideas within Internal Audit. • Positive work attitude, with high level of commitment and initiative. | <p>Working Hours:</p> <ul style="list-style-type: none"> • 5 days • Full Time/Perm • 8am to 5pm <p>• Location: Singapore 159309</p> |

| Job Positions | Key Responsibilities / Pre-requisites | Working Hours / Location |
|---|---|--|
| | <ul style="list-style-type: none"> • Good verbal and written business communications with strong report writing and presentation skills. • Ability to work independently with minimal supervision in a fast paced and dynamic environment. • Proactive and adaptable to changing priorities and different challenges. • Ability to maintain and ensure confidentiality. • Maintain high level of integrity and professional standards. | |
| Public Relations Manager / Executive | <p>Job Description:</p> <ul style="list-style-type: none"> • Support the Strategic Communications & Public Relations Team to develop communications content and publicity deliverables. • Work with community partners and other government agencies to curate content and organise community outreach initiatives. • Support the curation and management of content for social media and estate publicity. • Support digital media productions and webinars for townhall meetings. • Track daily news outlets. • Attend to feedback and incidents, when necessary. <p>Job Requirement:</p> <ul style="list-style-type: none"> • Diploma / Degree in Mass Communications / Digital Media Production / Marketing or other equivalent educational qualifications. • Good knowledge in sustainability & green practices is a plus. • Good copywriting skills with strong command of written and spoken English. • Fluent in a 2nd language. • Knowledge of design and editing softwares (eg. Canva / Photoshop / Illustrator / InDesign / Premiere Pro / iMovie). • Knowledge of photography and videography. • Good understanding of SEO/SEM, digital marketing tools and social media platforms. • Good understanding of social media trends and current affairs. • A good team player. | <p>Working Hours:</p> <ul style="list-style-type: none"> • 5 days • Full Time/Perm • 8am to 5pm <p>• Location: Singapore 159309</p> |
| Internal Audit Assistant Manager - Construction Related Audits | <p>Job Description:</p> <ul style="list-style-type: none"> • Gather and analyse information required for the planning of each audit assignment. • Assist in the design of audit program (including audit procedures and audit tests) of each audit assignment. • Based on the approved audit program, perform internal audit work (including follow-up of past audit issues) and gather evidence in accordance with the internal audit standards. • Audit work include evaluation of technical appraisals of the project and cost estimates, site check to ascertain that work done on site comply with drawings and specifications, verification of accurate payment for work done based on measurement of quantity and correct rates being applied. • Evaluate the effectiveness and efficiency of business processes (including internal controls and risk management) and ensure compliance with regulatory requirements and Company's policies and procedures for construction-related operations. • Document accurate audit work performed and audit result in a clear and organised manner, supported by audit evidence (such as comprehensive site photo) for review by Team leader. Resolve review notes and apply learning to future assignments. • Identify, develop, and draft comprehensive audit observations (including root causes and risks) on weaknesses in control environment, and make value-added recommendations for process improvements. • At the end of fieldwork review, assists Team Leader in conducting closing meetings to communicate draft audit findings to management. | <p>Working Hours:</p> <ul style="list-style-type: none"> • 5 days • Full Time/Perm • 8am to 5pm <p>• Location: Singapore 159309</p> |

| Job Positions | Key Responsibilities / Pre-requisites | Working Hours / Location |
|---|---|---|
| | <ul style="list-style-type: none"> • Assist Team Leader in finalizing the audit findings, recommendations, and reports, and collate management responses and action plans to mitigate risk. • Track issues identified by Internal Audit and external auditors and monitor implementation progress of management action plans. • Conduct validation review on management remediation actions to address control deficiencies. • Assist in developing Annual Internal Audit Plan using a risk-based approach. • Assist in the preparation of deliverables such as audit reports and presentation materials to Management and Audit Committee. <p>Job Requirement:</p> <ul style="list-style-type: none"> • A good Diploma in Structural & Civil Engineering/Building/Quantity Surveying/Estate Management/Construction Management or equivalent from a recognised polytechnic or relevant professional qualification. • Relevant experience of at least 3 years in construction management with exposure in handling projects covering work relating to technical appraisals, cost estimates, site checks and quantity measurement. • Proficiency in Microsoft Office applications (i.e. Word, Excel and Powerpoint). Knowledge in data analytics tools will be an advantage. • Good organisational and interpersonal skills with ability to interact effectively with multi-disciplinary colleagues at all levels. • Strong problem solving and analytical skills with high attention to details. • Ability to exercise objective judgement with strong logical and critical thinking skills. | |
| <p>Internal Audit Manager / Senior Manager (Business Audits)</p> | <p>Job Description:</p> <ul style="list-style-type: none"> • Manage end-to end audit cycle for multiple audit assignments, including outsourced auditors for complex audit projects. • Lead the planning of assigned internal audit project and design audit program and audit tests to ascertain the state of internal controls and compliance with corporate policies, guidelines and regulatory requirements. • Provide guidance to the audit team to conduct review of key internal control procedures, risk and control matrix including data analytics, and complete the audit project in a timely manner while maintaining audit quality to provide independent assurance. • Ensure proper audit evidence are obtained and audit documentation are carried out in accordance with internal audit standards. • Evaluate the adequacy and effectiveness of business process to identify key risk areas and gaps / weaknesses/deficiencies in internal control and non-compliance with policies and procedures and regulatory requirements. • Recommend business focused solutions to mitigate risks, improve internal controls, risk management and governance processes, and enhance the effectiveness and efficiency of operation. • Maintain proper documentation of findings and follow up closely with the business units to ensure prompt and substantive resolutions of audit issue for reporting to the Audit Committee. • Ensure concise and comprehensive audit reports are submitted for review and conduct presentation to the Management, the Audit Committee, and the Board of Directors. <p>Job Requirement:</p> <ul style="list-style-type: none"> • Degree in Accountancy/ACCA or professional CA qualification with CIA certification. CISA or CFE certification would be an advantage. • At least 6 years of experience in internal audit, preferably in construction or engineering services industry with exposure in Big 4 accounting firms. • Proficiency in the use of data analytics tools (e.g. ACL, IDEA, Power BI, tableau, etc). | <p>Working Hours:</p> <ul style="list-style-type: none"> • 5 days • Full Time/Perm • 8:30am to 6pm <p>• Location: Singapore 159309</p> |

| Job Positions | Key Responsibilities / Pre-requisites | Working Hours / Location |
|--------------------------------------|---|---|
| | <ul style="list-style-type: none"> • Self-driven individual who is adaptable to changing priorities and different challenges and thrives in a fast paced and dynamic environment. • Good interpersonal and collaborative skills with ability to exercise objective judgement. • Ability to influence and interact with confidence and develop trusted relationships with key stakeholders, management and multi-disciplinary staff across different levels. • Strong communication (verbal and written) and good report writing and presentation skills with strong problem-solving and logical thinking skills. • Meticulous and resourceful with high level of commitment and initiative. • Possess the passion to lead by example with strong organisational and critical thinking skills. • Ability to work effectively as a team player/leader, with excellent analytical and the requisite managerial skills to manage detailed/technical work without losing sight of 'big picture' issues. • Maintain high level of integrity and professional standards with continuous professional development. | |
| Assistant Procurement Manager | <p>Job Description:</p> <ul style="list-style-type: none"> • Provide advice on procurement policy, procedures, and processes to internal stakeholders. • Ensure compliance to EM Group Procurement Policy and SOPs for all procurement related activities. • Prepare and publish quotation/tender documents in accordance with requirements. • Coordinate requirements with stakeholders across Business Units • Conduct review and evaluation of quotation/tender • Prepare summary of bids/approval papers/Letter of Acceptance • Provide support in periodic reporting. • Assist with internal process improvement through procurement strategies and obtaining cost savings. • Contract management, which may include issuance of Letter of Acceptance and/or Purchase Order as well as managing seamless contract renewals. • E-Portal system management. • Conduct vendor screening and analytical studies where required. • Any other ad-hoc duties as assigned from time to time. <p>Job Requirement:</p> <ul style="list-style-type: none"> • Minimum Bachelor's Degree with at least 5 years of sourcing experience in procurement/contracting or Diploma with at least 9 years of sourcing experience in procurement/contracting. • Proficient in Microsoft Excel, Words and Powerpoint. • Meticulous, diligent, and independent. • Strong writing/communication/interpersonal skill and business acumen. • Good time management and able to work under pressure. • Keen interest in strategic change/business management with the aim of operational excellence and business process improvement. | <p>Working Hours:</p> <ul style="list-style-type: none"> • 5 days • Full Time/Perm • 8:30am to 6pm <p>• Location: Singapore 160201</p> |
| Finance Manager | <p>Job Description:</p> <ul style="list-style-type: none"> • Consolidate monthly, quarterly, and yearly financial reports for management and statutory purposes. • Prepare and review Year-end Group and subsidiaries Annual Reports and Financial Statements. • Participate in annual budgetary exercise. • Review and analyze group and subsidiaries' budgeting, forecasting, and actual results. • Liaise with auditors, tax agents, and government authorities. | <p>Working Hours:</p> <ul style="list-style-type: none"> • 5 days • Full Time/Perm • 8:30am to 6pm <p>• Location: Singapore 160201</p> |

| Job Positions | Key Responsibilities / Pre-requisites | Working Hours / Location |
|-------------------------|---|---|
| | <ul style="list-style-type: none"> • Support stakeholders in ad hoc projects and initiatives. • Collaborate on long-term strategy, revenue budgeting, funding requests, and business opportunities. • Assist in special projects and process improvements. • Provide guidance and support to accounting staff. • Handle other ad hoc duties as assigned. <p>Job Requirement:</p> <ul style="list-style-type: none"> • Degree in Accountancy/ACCA. • Min 5 years of relevant working experience, with in-depth knowledge of consolidation accounting, accounting standards and statutory reporting requirements (with some years in managerial role). • Prior Big 4 experience preferred. • CPA certification would be an advantage. • Digitally-savvy and competent with finance systems • Proficient in MS Office and Powerpoint. • A team player with good communication skills. | |
| Technical Admin | <p>Job Description:</p> <ul style="list-style-type: none"> • Issue work orders and pass payment for invoices of all lift related works including lift routine and cyclical repairs, lift surveillance system (LSS), etc. • Monitor and verify lift servicing records for purpose of payment of lift servicing and LSS servicing. • Assist in the generation and printing of the lift's permit to operate to be displayed in the respective lifts. • Assist the lift coordinators in administrative duties. • Keep track of the payment for the lift Enhancement Programme and lift cyclical works and prepare the documents for submission of claims from Housing Development Board (HDB). <p>Job Requirement:</p> <ul style="list-style-type: none"> • Nitec/Higher Nitec qualification. • Have positive working attitude, proactive and meticulous. • Proficient in Microsoft Office (Word and Excel). • Good communication and interpersonal skills. • Minimum 1 year of relevant accounting work experience preferred. • Half working Saturday once every 3 weeks. | <p>Working Hours:</p> <ul style="list-style-type: none"> • 5.25 days • Full Time/Perm • 8am to 5pm <p>• Location: Singapore 160201</p> |
| Property Officer | <p>Job Description:</p> <ul style="list-style-type: none"> • Carry out estate inspection, identify building defects and supervise maintenance and improvement works. • Attend to residents/tenants' enquiries, monitor contractors' performance, and manage arrear cases. • Working with grassroots leaders on maintenance issues and to organize activities. • Any ad hoc duties as assigned by the supervisor. <p>Job Requirement:</p> <ul style="list-style-type: none"> • Candidate must possess at least a Professional Certificate/NiTEC, Diploma, Advanced/Higher/Graduate Diploma, Property Development/Real Estate Management or equivalent. • Diploma in Building / Facilities Management / Real Estate Business / Intelligent building. • Non-Diploma holders are required to have at least 3 years' experience in Facilities Management (minimally Nitec). • No experience candidate with relevant Diploma is welcome to apply. • Able to work under pressure and willing to do overtime. | <p>Working Hours:</p> <ul style="list-style-type: none"> • 5.25 days • Full Time/Perm • 8am to 5pm <p>• Location: Singapore 160201</p> |

| Job Positions | Key Responsibilities / Pre-requisites | Working Hours / Location |
|-----------------------------------|--|--|
| Property Manager | <p>Job Description:</p> <ul style="list-style-type: none"> Oversee the team in management and maintenance of buildings and common properties. Administer tenancy/ lease related matters. Managing yearly budgets and doing presentations. Work closely with councillors, residents, grassroots organisations, and relevant government agencies. <p>Job Requirement:</p> <ul style="list-style-type: none"> Degree in Building Services / Facilities Management / Real Estate. Business or other building related degree Entry level candidates with relevant qualification welcome to apply. Candidates with more years of relevant position will be considered for a senior role. Must be a team player with high integrity, leadership, problem solving and interpersonal skills. Able to work under pressure and tight deadlines. | <p>Working Hours:</p> <ul style="list-style-type: none"> 5.25 days Full Time/Perm 8am to 5pm <p>• Location: Singapore 160201</p> |
| Contract Officer / Manager | <p>Job Description:</p> <ul style="list-style-type: none"> Check and ensure accuracy of project cost estimates and specifications for all Cyclical, Additions & Alterations, and Improvement Works. Prepare, call, and administer the various tenders for the routine maintenance works, services, and supplies. Provide advice on the selection of suitable contractors / specialists for routine maintenance works, services, and supplies. Monitor maintenance budget and prepare progress payments to ensure cash flow projections are met and payment are promptly made to contractors / suppliers. <p>Job Requirement:</p> <ul style="list-style-type: none"> Recognised university degree in Estate Management / Building or recognised qualifications. Good experience in maintenance contracts. Good Team player. Good problem solver. | <p>Working Hours:</p> <ul style="list-style-type: none"> 5 days Full Time/Perm 8am to 5pm <p>• Location: Singapore 160201</p> |
| Project Manager | <p>Job Description:</p> <ul style="list-style-type: none"> Conduct feasibility study and site survey to determine the scope of the project. Oversee tender management including preparing tender document, conducting tender / quotation / pre-qualification exercises, evaluate tenders and recommend selection of contractors. Lead the project team in the execution of Repairs & Redecoration, reroofing and Additions & Alterations projects. Carry out periodic site inspections. Oversee budget & cost control for projects. Manage of Contractors & Consultants. Other duties as assigned from time to time. <p>Job Requirement:</p> <ul style="list-style-type: none"> Has relevant tertiary or professional qualifications or Diploma in Building/ Quantity Surveying / Building Management & Maintenance / Construction Management / Structural & Civil Engineering. Preferably with at least 2 years of relevant experience in handling building/ maintenance related projects from inception to completion. Have a good understanding of WSHA. Proficient in Microsoft Word, Excel, Powerpoint and Microsoft Project. Has effective communication & negotiation skills. Able to multitask and manage time efficiently. | <p>Working Hours:</p> <ul style="list-style-type: none"> 5 days Full Time/Contract 8am to 5pm <p>• Location: Singapore 160201</p> |

| Job Positions | Key Responsibilities / Pre-requisites | Working Hours / Location |
|-------------------------------|---|---|
| Project Executive | <p>Job Description:</p> <ul style="list-style-type: none"> Carry out site supervision in compliance with contracts specifications and drawings for Addition & Alteration, Repair & Redecoration and Reroofing Works. Handle contract administration duties pertaining to projects supervised. <p>Job Requirement:</p> <ul style="list-style-type: none"> Diploma in Building / Quantity Surveying / Construction Management / Civil Engineering / NCCS or related. Candidate with Resident Technical Officer Certification preferred. Min. 2 years of related working experience. | <p>Working Hours:</p> <ul style="list-style-type: none"> 5.25 days Full Time/Contract 8am to 5pm <p>Location: Singapore 160201</p> |
| Project Executive (QS) | <p>Job Description:</p> <ul style="list-style-type: none"> Prepare cost estimates. Review Schedule of Rates and build up Star Rates. Conduct site study and condition survey. Verify progress payments and final accounts. Evaluate and verify contractor's final claim of payment / VOs. Prepare variation orders including taking-off quantities and site measurements. Prepare and call term contracts tenders. Prepare and secure tenders for QS consultancy services. <p>Job Requirement:</p> <ul style="list-style-type: none"> Relevant Diploma in Building / Quantity Surveying or other approved Good Understanding & Interpretation of Project Specifications and Drawings | <p>Working Hours:</p> <ul style="list-style-type: none"> 5 days Full Time/Contract 8am to 5pm <p>Location: Singapore 160201</p> |
| QA Officer | <p>Job Description:</p> <ul style="list-style-type: none"> Extract listing of works orders from TCMS (HCL) and select samples for QA review. Verify validity and compliance of submitted samples with contract documents. Conduct site inspection with the respective property officers and verify works against specifications / measurements in the corresponding works order for accuracy, compliance and ensure no duplication of works. Document works done and discussed findings with QA Manager and ensure all items in the works order have been duly reviewed or otherwise explained. Provide clarification or additional information at the Closing Meeting to aid discussion or as response to a query. Carry out follow up review of remedial actions taken. Checking of works order reports generated by system for compliance. <p>Job Requirement:</p> <ul style="list-style-type: none"> Diploma in Facilities Management, Civil Engineering or Real Estate. Preferably 2 to 3 years of relevant working experience. Candidate to possess specific knowledge relating to building services, maintenance & repairs. Strong interpersonal, communication and writing skills. Positive attitude and ability to work independently and in a team. | <p>Working Hours:</p> <ul style="list-style-type: none"> 5 days Full Time/Perm 8am to 5pm <p>Location: Singapore 160201</p> |
| QA Executive | <p>Job Description:</p> <ul style="list-style-type: none"> Support Engineering / Property / Facilities Managers incharge of delivering maintenance and repair services on adhoc, projects or term contract basis. Take the form of independent verification of the effective implementation of maintenance and repairs. Interact with maintenance and repair teams, suppliers, main and subcontractors. Plan the QA inspection based on contractual requirements, scope and frequency for the ongoing contracts. | <p>Working Hours:</p> <ul style="list-style-type: none"> 5 days Full Time/Perm 8am to 5pm <p>Location: Singapore 160201</p> |

| Job Positions | Key Responsibilities / Pre-requisites | Working Hours / Location |
|--------------------------------------|---|--|
| | <ul style="list-style-type: none"> • Review Maintenance and Repair Plans and management of documents / records. • Walk and witness maintenance and repair at worksite. • Review documentation, checklist of maintenance and repair carried out, stocks / parts / materials issuance and usage, correct application of SOR, service reports and etc. • Assess fulfilment of regulatory and contractual requirement / Acts • Highlight opportunities for improvement and monitor implementations. • Prepare document and present findings of inspection. <p>Job Requirement:</p> <ul style="list-style-type: none"> • Bachelor Degree in Mechanical / Electrical Engineering / Mechatronics /Building Science / Real Estate or Facilities Management. • Knowledge of building services / Maintenance and Repairs. • Good written and presentation skills. • Ability to work independently and positive attitude | |
| <p>QA Assistant Manager</p> | <p>Job Description:</p> <ul style="list-style-type: none"> • Support Engineering / Property / Facilities / Contract Managers assigned to manage minor Capital or Cyclical Maintenance Projects. • Serve as independent verification of the functioning and implementation of quality control activities as part of the project management. • Interact with project management teams, main and subcontractor. • Plan the QA inspection in view of the ongoing projects. • Liaise and coordinate with Project Managers on independent verification of the implementation of quality control activities in ongoing projects. • Review Project Quality Plans and quality management documents • Walk and conduct inspection at worksite. • Review documents of QC activities. • Assess fulfilment of regulatory and contractual requirement / Acts' • Highlight opportunities for improvement and monitor implementations. • Prepare document and present findings of inspection. <p>Job Requirement:</p> <ul style="list-style-type: none"> • Bachelor Degree in Civil Engineering/Construction Management /Building Science/Quantity Survey / Real Estate or Facilities Management. • Knowledge of technical audit / inspection experience related to build environment. • Good written and presentation skills. • Ability to fit with corporate values operating style, and accountability and commitment to our clients. • Comfortable to work both in office and at worksites. | <p>Working Hours:</p> <ul style="list-style-type: none"> • 5 days • Full Time/Perm • 8am to 5pm <p>• Location: Singapore 160201</p> |
| <p>Senior DevOps Engineer</p> | <p>Job Description:</p> <ul style="list-style-type: none"> • Participate in the planning project activities and in project management. • Implement & set up various development, testing, automation tools, and IT infrastructure. • Participate in Database Design and Database development, data extraction and data integration. • Defining and setting development, test, release, update, and support processes for DevOps operation. • Review, verify, and validate the software code developed in the project. • Troubleshoot and fix technical issues. • Encourage and build automated processes wherever possible. • Identify and deploy cybersecurity measures by continuously performing vulnerability assessment and risk management. • Manage incidents and root cause analysis. | <p>Working Hours:</p> <ul style="list-style-type: none"> • 5 days • Full Time/Contract • 8am to 5pm <p>• Location: Singapore 160201</p> |

| Job Positions | Key Responsibilities / Pre-requisites | Working Hours / Location |
|--|--|--|
| | <ul style="list-style-type: none"> Coordinate and communicate within the team and with customers. Select and deploy appropriate CI/CD tools. Strive for continuous improvement and build continuous integration, continuous development, and constant deployment pipeline (CI/CD Pipeline). <p>Job Requirement:</p> <ul style="list-style-type: none"> Degree in Computer Science or related discipline. At least 5 years of proven work experience as fullstack developer. Strong knowledge and experience is required with the following technologies – SQL, Microsoft SSIS, Microsoft SharePoint, Microsoft 265 tools, Power Automate, UiPath, AWS Cloud Platform, REST APIs & framework, PHP, HTML5, CSS3, JavaScript. Knowledge of GitLab and Jira will be advantageous. Strong communication skills for liaison with customer and management. | |
| <p>Technicians (EMSU)</p> | <p>Job Description:</p> <ul style="list-style-type: none"> Rescue trapped residents inside faulty lift. Attend to power trips within the Town Councils' common areas and HDB blocks. Replace faulty light fittings and electrical components. Attend to water leakages and chokes within the Town Councils' common areas and HDB blocks. Replace faulty sanitary fittings. Turn on water and electrical supply for funerals and events at the Town council's common areas. <p>Job Requirement:</p> <ul style="list-style-type: none"> NITEC or Higher NITEC in Electrical/Mechanical Engineering or Built Environment. At least 2 years' experience in performing Lift Rescue operations. At least 2 years' experience in electrical and sanitary tradesmen works. Able to perform simple electrical troubleshooting, components replacement works. Able to perform plumbing works e.g., clear chokes, check water pump system and sanitary fittings. Possess at least a class 2 or 3 license. Willing to perform shift work and standby duties. Preferably, owns personal motorcycle. Transportation allowance will be provided. Selfmotivated with good communication skills. | <p>Working Hours:</p> <ul style="list-style-type: none"> 5 days Full Time/Contract Shift <p>Location: Singapore 15309</p> |
| <p>Customer Service Officer</p> | <p>Job Description:</p> <ul style="list-style-type: none"> Handle calls and emails promptly by providing accurate and timely information, alternatives and solutions to customers on relevant products and services. Respond to customers' queries and concerns with the aim of achieving first call resolution satisfactorily. Depending on the projects assigned, candidates may be required to perform cross selling and upselling of products and services to existing customers and prospects. <p>Job Requirement:</p> <ul style="list-style-type: none"> Minimally GCE 'O' Level / GCE 'A' Level certificate / NITEC graduate or equivalent. Able to communicate fluently in English and at least one other language to attend to non English speaking customers. Prior experience in a call centre environment is preferred. Candidates with prior customer service experience in other businesses and operations may be considered as well. | <p>Working Hours:</p> <ul style="list-style-type: none"> 5 days Full Time/Contract Shift <p>Location: Singapore 15309</p> |

| Job Positions | Key Responsibilities / Pre-requisites | Working Hours / Location |
|---|---|---|
| | <ul style="list-style-type: none"> • Possesses a customer service mind set and is able to empathise with customers and quickly grasp the issues they're facing. • Curious and excited by the challenge of solving both simple and difficult problems for customers. <p>*Candidates who are open to perform rotating shift work is preferred (Daily shift Allowance is payable)</p> | |
| Lift Technician (Testing & Inspection) | <p>Job Description:</p> <ul style="list-style-type: none"> • LIFT MAINTENANCE – Carry out lift testing, lift routing servicing, maintenance, night standby, replacement of lift parts and repair works. • Attend to lift complaints. • LIFT INSPECTION/ LOAD TESTING – Carry out lift inspection, annual and 5-year load testing, attend to lift related complaints, checking and certification of part replace by lift companies, etc. <p>Job Requirement:</p> <ul style="list-style-type: none"> • NITEC in Building /Engineering or related. • Able to use email/excel. • Preferably with some work experience in repair and maintenance works • Possess motorcycle license and with personal vehicle. • Willing to perform overnight standby to attend to emergency calls. | <p>Working Hours:</p> <ul style="list-style-type: none"> • 5 days • Full Time/Perm • 8am to 5pm <p>• Location: Islandwide</p> |
| Engineer (Lift Monitoring Device Unit) | <p>Job Description:</p> <ul style="list-style-type: none"> • Maintain remote monitoring device. • Carry out testing and monitor the performance of system. • Troubleshooting on defect/complaint at site. • Replacement of faulty PCB / system. • Joint inspection with contractor / consultant to resolve problems. • Supervise projects and other duties from time to time. • Update monthly report and assist on progress claims. <p>Job Requirement:</p> <ul style="list-style-type: none"> • Diploma / Degree in electrical & electronic related field. • Minimum 12 years of experience in electrical & electronic field. • Knowledge in troubleshooting of system. • Basic computer knowledge, know to use MS Word and Excel. • Independent and versatile. • Good interpersonal skills. • Comfortable with travelling. | <p>Working Hours:</p> <ul style="list-style-type: none"> • 5 days • Full Time/Perm • 8am to 5pm <p>• Location: Singapore 15309</p> |
| Lift Technician (Maintenance) | <p>Job Description:</p> <ul style="list-style-type: none"> • Conduct regular inspections and preventive maintenance of elevators and escalators according to the planned schedule from the supervisor. • Identify and resolve technical issues and malfunctions in a timely manner. • Perform repairs and component replacements to restore equipment functionality. • Conduct tests and adjustments to optimize lift performance and safety features. • Keep accurate records of maintenance and repair work performed. • Stay updated with industry regulations and technological advancements in lift systems. • Collaborate with a team of technicians and provide guidance as required. • Respond to service calls and emergencies promptly. • Ensure compliance with safety regulations and maintain a safe working environment. • Perform other duties as assigned by the supervisor. | <p>Working Hours:</p> <ul style="list-style-type: none"> • 5 days • Full Time/Perm • 8am to 5pm <p>• Location: Singapore 15309</p> |

| Job Positions | Key Responsibilities / Pre-requisites | Working Hours / Location |
|--|--|---|
| | <p>Job Requirement:</p> <ul style="list-style-type: none"> • NITEC equivalent qualification. • Relevant certification or diploma in lift engineering or a related field is preferred. • Proven experience as a Lift Technician, with a strong understanding of lift systems and their components. • Indepth knowledge of lift installation, maintenance, and repair techniques. • Familiarity with lift control systems, electrical wiring, and hydraulic systems. • Ability to read and interpret technical diagrams, blueprints, and manuals. • Strong problem solving and troubleshooting skills. • Excellent attention to detail and a commitment to quality workmanship. • Good physical stamina and the ability to work at heights. • Excellent communication and interpersonal skills. • A valid driver's license (motorbike) and be able to carry out call back operation. • Able to carry out over time as required. • Candidates with experience in the Lift industry are encourages to apply. On Job Training will be provided. | |
| <p>Assistant Engineering Executive - Mechanical</p> | <p>Job Description:</p> <ul style="list-style-type: none"> • Conduct site survey for M&E installations. • Assist Engineers to prepare tender documents for M&E installations. • Supervise M&E project works. • Carry out testing and commissioning of M&E installations. • Update projects monthly report and assist on progress claims. • Attend to complaints and joint inspection with vendors / contractors. <p>Job Requirement:</p> <ul style="list-style-type: none"> • Diploma in Mechanical Engineering. • Minimum 1 year of experience in mechanical related field preferred. • Knowledge of pumps, water pipes, water tanks & fire protection system is preferred. • Basic computer knowledge and proficiency in MS Word and Excel. • Independent and versatile. • Good interpersonal skills. • Willing to travel to different sites. | <p>Working Hours:</p> <ul style="list-style-type: none"> • 5 days • Full Time/Perm • 8am to 5pm <p>• Location: Singapore 15309</p> |
| <p>ACMV Technician</p> | <p>Job Description:</p> <ul style="list-style-type: none"> • Service and maintain different types/brands of AC systems, not excluding DX, VRF/VRV and AHU systems. • Service and maintain different types/brands of mechanical ventilations system. • Install single/multisplit ac systems including piping works. • Carry out troubleshooting works and propose repair works. <p>Job Requirement:</p> <ul style="list-style-type: none"> • Candidates with experience in servicing and maintaining chillers systems and cooling towers. • Preferably possess class 2B and/or 3 license / both. • Possess own transport will be a plus. • Able to be on standby and attend breakdown calls after office hours. • Minimum 2 years in ACMV/Building maintenance. • Recognized trade certificate for ACMV. | <p>Working Hours:</p> <ul style="list-style-type: none"> • 5.5 days • Full Time/Perm • 8am to 5pm <p>• Location: Singapore 15309</p> |

| Job Positions | Key Responsibilities / Pre-requisites | Working Hours / Location |
|----------------------------------|--|--|
| Admin Officer (ACMV) | <p>Job Description:</p> <ul style="list-style-type: none"> • Check and analyse tender specifications including M&E drawings. • Prepare BQ and tender/quotation costing; including material and manpower costing according to project requirements. • Liaise and coordinate with stakeholders (clients, vendors, colleagues) to ensure timely preparation of tender costing/quotation. • Carry out site survey for tenders and quotations – record critical information like access, drainage and topography, etc. • Ensure good execution of maintenance contract. • Other adhoc duties as assigned. <p>Job Requirement:</p> <ul style="list-style-type: none"> • NITEC / Diploma holder in Mechanical Engineering. • A level and other tertiary education. • Preferably with 5 years relevant experience in the same capacity in ACMV. • Good technical competence. • Self driven, meticulous and a team player to meet tight timeline. | <p>Working Hours:</p> <ul style="list-style-type: none"> • 5 days • Full Time/Perm • 8am to 5pm <p>Location: Singapore 15309</p> |
| Facilities Manager | <p>Job Description:</p> <ul style="list-style-type: none"> • Develop quality standards and procedures for preventive and corrective maintenance works. • Evaluate the services provided by third parties against contractual terms and scope of work. • Analyze technical reports and progress reports to propose recommendations as needed. • Manage term contract deliverables and monitor expiry dates, payment terms, clauses on termination and liquidated damages, etc. to evaluate future decisions of the site with regards to renewal/end of contract. • Guarantee procedure in work orders is being followed and are compliant with statutory requirements. • Evaluate quotations from third party service providers. • Plan and manage resources to support operations. <p>Job Requirement:</p> <ul style="list-style-type: none"> • Degree in Facilities Management, Building Management, Engineering, or any related field. • At least 5 years' experience in Real Estate / FM Industry • FSM preferred but not required. • Excellent communication skills and people management skills, tech savvy, service oriented. | <p>Working Hours:</p> <ul style="list-style-type: none"> • 5 days • Full Time/Perm • 8am to 5pm <p>Location: Singapore 15309</p> |
| Senior/Property Executive | <p>Job Description:</p> <ul style="list-style-type: none"> • Monitoring meter reading at the property. • Prepare and source for quotations for different job scopes. • Liaising and coordinating with contractors to ensure maintenance works are done on time. • Conduct toolbox meeting for term contractors • Furnishing of daily checklist. • Furnishing of weekly and biweekly checklist. • Support facility manager on site in overseeing daily operational matters. • Follow up on tenant complaint and feedback. • Manage and monitor service standard of the term contractor. • Event management for adhoc events. <p>Job Requirement:</p> <ul style="list-style-type: none"> • Diploma In Facilities Management/ Engineering. • 1 - 2 year's experience in Facilities management. | <p>Working Hours:</p> <ul style="list-style-type: none"> • 5.5 days • Full Time/Contract • 8am to 5pm <p>Location: Singapore 159309</p> |

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.