



*The Parliament Secretariat provides administrative and support services to the Parliament of Singapore and its Select Committees.*

*If you are an energetic, highly motivated and independent individual with a positive attitude and commitment, we welcome you to join us as:*

## **ESTATE MAINTENANCE OFFICER (ESTATE AND FACILITIES DEPARTMENT)**

Responsibilities:

- Supervision and coordinate delivery of refreshments by caterer and ensure food and beverage orders are delivered accordingly.
- Supervision of catering service staff who are responsible for the clearance of crockery and other F&B utensils.
- Serving VIP guests and attend to ad-hoc requests from VIPs.
- Act as an Emergency and Fire Warden to the Members in all emergency situations.
- Ensuring the neatness and cleanliness of Parliament's VIP rooms and its ancillary rooms such as pantries and kitchens.

Requirements:

- GCE 'N' Level
- At least 3 years of relevant working experience
- Good communication skills
- Basic IT knowledge
- Singapore citizens

Salary will commensurate with qualifications and experience. Successful candidates will be placed on a two-year contract in the first instance.

Please visit the Singapore Public Service Job Portal at [www.careers.gov.sg](http://www.careers.gov.sg) to apply online.

***Closing date: 28 February 2012***  
***(Only shortlisted candidates will be notified)***

