



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:

ASSOCIATE (Estate and Facilities Department)

Key Responsibilities

- Plan and execute programme for routine and preventive maintenance for the building
- Assist the Manager (Estate and Facilities) in supervising the estate managing agent and maintenance contractors
- Procure service contracts and undertake tender and contract administration and management
- Assist to manage budget/costs/planning schedules

Requirements

- At least 5 years' supervisory experience in building or facilities management
- Good technical knowledge in common building and facilities system, such as building automation, M&E, AV and Congress Systems
- Able to multi-task and remain focus, firm and decisive
- Able to work in a fast-paced environment with minimal supervision and a good team player
- Strong interpersonal and communication skills as the job requires extensive interaction with vendors, contractors and external parties
- Pro-active and Resourceful
- Knowledge in IT application will be an advantage
- Only Singaporeans need apply

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 to apply online.

Closing date: 6 July 2018
(Only shortlisted candidates will be notified)

