

JOB DESCRIPTION (Career Kickstarter)

Designation	Executive
School/Department	Estate & Facilities Management (EFM) Department
Number of Positions	2
Duration of Role	10 months

KEY RESPONSIBILITIES
<p>F&B Replacement and Operations</p> <ul style="list-style-type: none"> • Support the conduct of To-Let exercises to appoint stall tenants for canteens and food courts. • Review and assess pricing for new stalls and menu items to ensure reasonableness and alignment. • Assist in monitoring and conducting regular inspections of F&B outlets. • Prepare and process monthly utility billings and ad-hoc charges. • Support the development of specifications and evaluation of submissions for Invitations to Quote (ITQ) and Invitations to Tender (ITT). <p>Apartment Rejuvenation</p> <ul style="list-style-type: none"> • Assist in renovation and upgrading works for apartment blocks, including quotation checks and progress monitoring. • Support procurement of appliances and other items through ITT, ITQ, SVP, and DA contracts. • Conduct inspection of units prior to tenant check-in to ensure readiness. <p>Administrative Support</p> <ul style="list-style-type: none"> • Monitor tenancy matters and maintain accurate records in the Tenant Management System. • Support facilities booking processes and preparation of billing for ad-hoc charges. • Assist in maintaining and organising electronic filing (EFM) for facilities-related documentation. <p>General</p> <ul style="list-style-type: none"> • Perform any other duties assigned by the supervising officer. • Provide general administrative and operational support as required.

PREREQUISITES

- Qualification in Facility Management, Built Environment, Business & Management, or a related field.
- Familiarity with facilities management and/or commercial leasing operations would be advantageous.
- Strong written and verbal communication skills, with the ability to engage stakeholders effectively.
- Good presentation skills, with the ability to convey information clearly and confidently.
- Strong interpersonal skills and ability to collaborate across teams and stakeholders.
- Demonstrates analytical thinking with strong attention to detail.
- Able to manage multiple priorities and meet tight deadlines in a dynamic environment.
- Positive attitude with a willingness to learn and adapt.
- Able to work independently with minimal supervision when required.