



Kwong Wai Shiu Hospital is a charitable organisation established to provide healthcare services to the needy in Singapore regardless of race, language, or religion. Our vision is to be a leading community healthcare hub in Singapore.

We provide a continuum of care ranging from in-patient, rehabilitation therapy and Traditional Chinese Medicine services. We are expanding and inviting dynamic individual to join us as:

Environmental Services Executive

Job Overview:

As an Environmental Services Executive, you will play a pivotal role in driving, leading, supporting, and implementing strategic plans within the Operations Department. Your responsibilities encompass overseeing housekeeping services, waste management, and general services management. Collaboration with department leads is essential to ensure the seamless operation of the nursing home and effective management of general administration. Your contributions will be critical in maintaining a high standard of environmental services, fostering a clean and safe environment for residents, staff, and visitors. Additionally, you will have the opportunity to innovate and optimise processes to enhance overall operational efficiency.

Key Responsibilities:

1. Housekeeping Management

- Overseeing of Housekeeping operations and manpower
 - Supervise and manage housekeeping operations and manpower at Kwong Wai Shiu Hospital (KWSH) Senior Care Centre
- Conduct Joint Inspections
 - Carry out joint inspections at KWSH's Senior Care Centre to ensure compliance with cleanliness standards.
 - Assist on periodic cleaning inspection at KWSH @ Serangoon

2. Waste Management

- Collaborate with waste disposal partners
 - Collaborate with waste disposal partners to ensure compliance with environmental regulations
- Waste Management, Analysis, and Improvement
 - Analyze waste generation patterns and identify opportunities for improvement
 - Overseeing of General and Medical Waste operations for KWSH @ Serangoon

- Managing of service contract ensuring services in compliance with requirements and key performance indicators

3. General Services Management

- Maintain and support general services
 - Ensure smooth functioning of general services for KWSH
 - Ensure sustainable procurement practices for office supplies and equipment
 - Liaising with Facilities Management Department, HR Department and Nursing Department on maintenance issues. (External housing)

4. Administrative Duties

- Managing and keeping track of invoices.
- Order, Track, and update consumable orders efficiently.
- Reviewing and maintaining documents submission.
- Update waste records, and review document submissions.
- Tracking of Bin Inventory.
- Liaising with Finance Department on payment of rental/utilities matters.
- Filing and Administration duties, etc.

Requirement:

- Bachelor's degree in any discipline with at least 2-3 years of experience in Operations Management.
- Those with exposure to healthcare and practical knowledge have an added advantage.
- Strong organizational, communication, and leadership skills.
- Effective communication and interpersonal abilities.

Interested applicants, please email your resume to:

The Human Resource Manager
Kwong Wai Shiu Hospital
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Singapore 328127
Email: HR_Dept@kwsh.org.sg