



Job Overview

Designation:	Facilities & Operations Executive
Reports To:	Operations & Administration Manager

Job Summary

The Facilities Executive will support SSVP Singapore by managing its real estate portfolio, overseeing facilities operations, coordinating renovation and construction projects, and ensuring safe, secure, and efficient environments across all SSVP-owned and leased properties and all legal entities. This role ensures SSVP's premises (offices, thrift shops, activity centres, warehouse and service facilities) are well-maintained and operate in compliance with regulatory and organisational standards.

Job Description

1. Facilities & Property Management

- Oversee day-to-day operations of SSVP facilities, including preventive and corrective maintenance.
- Manage essential services: M&E systems, air-conditioning, lighting, plumbing, fire protection systems, lifts, and building structure.
- Conduct regular inspections and audits of property conditions, MEP systems, and housekeeping standards.
- Coordinate with vendors, service providers, and contractors for maintenance, repairs, and service contracts.
- Track and update asset inventory and equipment lifecycle plans.
- Site visits required across multiple SSVP locations (offices, thrift shops, activity centres, residences).
- Occasional work outside regular hours for emergency maintenance, inspections, or project milestones.

2. Renovation, Construction & Project Coordination

- Assist in planning, budgeting, and executing renovation, A&A works, M&E upgrades, and capital projects.
- Work with consultants, architects, engineers, and contractors to ensure project compliance with SSVP requirements.
- Monitor project progress, site safety, timelines, and defect rectification.
- Prepare documentation for procurement, tender evaluations, quotations, and contract administration.
- Ensure renovations or new fit-outs comply with BCA, URA, SCDF, LTA, ENV/NEA, MOM, and other regulatory agencies.

3. Safety, Health & Environmental Compliance

- Implement and maintain Workplace Safety & Health (WSH) standards across all facilities.
- Ensure compliance with SCDF fire safety requirements, including fire drills, certifications, and Fire Safety Manager liaison.
- Review and update risk assessments, safe work procedures, and incident reporting processes.



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- Monitor contractor safety performance and enforce safety guidelines during maintenance and renovation projects.
- Support emergency response planning, evacuation procedures, and safety awareness programs.

4. Security Management

- Oversee security systems: CCTV, access control, alarms, and key management. This is done with IT manager and relevant program lead.
- Coordinate with security vendors for system maintenance, upgrades, and incident response.
- Establish and maintain security protocols, visitor management processes, and after-hours access rules.
- Conduct periodic security reviews and recommend improvements to safeguard SSVP premises, staff, volunteers, and beneficiaries.

5. Administrative, Procurement, Real Estate & Compliance

- Prepare budgets, cost tracking, maintenance schedules, and facilities performance reports.
- Manage service contracts (cleaning, pest control, landscaping, security, M&E services).
- Obtain, reviews and recommend quotations and invoices for payment processing.
- Ensure compliance with regulatory submissions, certifications, and licences. This includes authorities' matters such as licensing renewals or termination e.g. Permit-To-Operate lift, BCA advertising licence at thrift shops
- Maintain documentation such as building manuals, safety records, warranties, and as-built drawings.
- Assist in real estate lease/licence viewing, negotiation, documentation custody and authorities' registration example – State Lands
- Assist in operations matters as directed by the Operations & Administration Manager. This can include events, retreats, Feast Days and liturgical (e.g. Mass) planning and execution. Frequently, this is in a collaborative role with the Administration Executive.
- Participate in audits that occur annually or ad hoc manner as directed.

Qualifications and Experience

- Diploma in Facilities Management, Building Services, Engineering, Architecture, or related fields.
- 5+ years of experience in facilities and project management, with a proven track record of delivering projects and managing facilities.
- Basic to intermediate knowledge of M&E systems, building operations, and preventive maintenance planning.
- Strong understanding of WSH, fire safety, and regulatory compliance in Singapore.
- Ability to manage multiple sites and projects simultaneously.
- Able to work on occasions on some evenings/nights, weekends and public holidays as required given nature of property emergencies and recovery if needed.
- Familiarity with A&A, fit-out or renovation project management.
- Certifications such as BizSAFE, Fire Safety Manager (FSM), or incident management experience would be a bonus but not essential.
- Strong organisational and project coordination skills.



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- Good communication skills to work with diverse stakeholders, vendors, consultants, staff, and volunteers.
- Problem-solving and hands-on approach to operational issues.
- Ability to work independently and manage time effectively.
- High integrity, responsibility, and alignment with SSVP's mission of service to the poor.

Desirable experience:

- Experience working in non-profit, religious, or community services* would be an added advantage.