CBRE Pte Ltd (CBRE) is a global commercial real estate and investment services firm built on the core RISE values of Respect, Integrity, Service and Excellence. With over 100,000 professionals we provide exceptional outcomes for clients in 100+ countries. Our Global Workplace Solutions (GWS) business provides a full suite of occupier services designed to drive value and business advantage for our clients across a wide range of industry sectors - all supported by CBRE’s global reach and resources.

- Facilities Management (FM) - creates ideal office environments for our clients and their employees worldwide. We provide a full range of services and safety processes to help drive efficiencies, reduce operating expenses and deliver attractive, reliable workplaces for employees and guests.
- GWS Projects - provides solutions through various staffing models, supply chain optimization and expertise by project and asset type—all customized to ensure success of our customers’ global real estate projects.
- Data Centre Solutions (DCS) - delivers fully converged real estate, facilities and technology solutions for data centre owners, occupiers and investors across the globe. As a dedicated business line within CBRE, DCS is committed to solving complex challenges within every stage of the data centre lifecycle.

Join our team and be part of our talent community! Click here to apply by 31 August 2020.

Analyst, Program

**JOB SUMMARY**
The purpose of this position is to provide analysis in support to the Program Management Office (PMO).

**ESSENTIAL DUTIES AND RESPONSIBILITIES**
1. Prepares and presents results of analysis for projects overseen by the PMO, along with their relative impact(s) to the business to all levels of management.

2. Uses status provided from activity owners to update and analyze project schedules to determine schedule slippage and other program related issues. Conveys impact of these issues to Program Managers and/or project teams.

3. Based on input from program managers and other team members, determines required revisions and adjusts project schedules accordingly. Maintains version control of project schedules, charters, and other project documentation.

4. Designs, generates, reviews and understands PMO processes. Uses aggregate data from multiple sources to create a complete analysis, improvement and/or recommendation(s).

5. Reviews the accuracy of information provided and responds to requests from management, client, and project teams.

6. Creates, maintains & distributes routine PMO reports, including status reports and Gantt charts.
7. Coordinates involvement of personnel from other departments and information technology groups to facilitate successful project implementations or process improvements.

8. Accountable for project close out process, including collecting/auditing project documentation.

9. Acts as a Subject Matter Expert (SME) for key PMO systems/processes including providing knowledge transfer to teams and day-to-day functions.

10. Other duties as assigned

Manager, Program

JOB SUMMARY
The purpose of this position is to provide Program Management from low to medium cross-functional projects and programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES
1. Leads low to medium cross-functional projects and programs end-to-end using a formal PMO process. Facilitates the development of a charter and integrated timeline. Ensures all functions remain on schedule and issues get resolved or escalated. Responsible for program is competition.

2. Facilitates regular meetings to review project status for active and pending projects (project pipeline). Collaborates with core team to develop solutions and leads project team through implementation and completion.

3. Responsible for reporting status of individual and groups of projects and programs. Provides appropriate levels of detail, and summarizes complex issues succinctly.

4. Manages internal and external relationships in support of program. May contract and manage vendors. May provide consultation on complex low to medium scale projects that integrate into an organized program.

5. Creates, maintains & distributes routine PMO reports, including status reports and updated Gantt charts.

6. May manage/oversee a team who are responsible for the delivery of a portfolio of projects and programs. Serves as the primary client contact and escalation point for any staffing, bandwidth or delivery issues.

7. Other duties as assigned.
Analyst, Project

**JOB SUMMARY**
The purpose of this position is to provide support to project manage operations, administration and management for projects from inception through completion.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Audits, solicits and provides reporting on Project Management key performance indicators.

2. Creates and maintains project policies and directives within the project operations manual.

3. Function as systems administrators of internet-based project tracking system, project websites and job cost accounting system.

4. Respond to internal and external customer inquiries concerning performance reports and project tracking system data.

5. Assist project management executives in the implementation of and monitoring the adherence to project administrative practices and policies.

6. Provide internal and external customer training on PM application.

7. Assist project team in project close-out procedures.

8. Serve as project team liaison to I/T Coordinator on tracking desktop hardware and software issues.

9. Train new administrative assistants and temporary employees on project policies and administration.

10. Prepare routine and special client reports as required.

11. Other duties may be assigned.
Manager, Project

JOB SUMMARY
The purpose of this position is to lead individual, multi-disciplined real estate project solutions for clients, with direct accountability for project delivery.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Manages all facets of project management (budget, schedule, procurement, quality & risk) for individual real estate projects including planning, design, construction, occupancy and closeout.

2. Demonstrates capability to read, understand and apply standard to moderately complex documents affecting real estate projects, including but not limited to: agreements/contracts, leases, work letters, project charters, surveys and drawings.

3. Interfaces directly with clients to define project requirements. Prepares scope of work, project delivery resource requirements, cost estimate & budget, work plan schedule & milestones, quality control, and risk identification.

4. Identifies project delivery resources from pre-qualified lists or through individual project qualification process; conducts standard request for proposals; completes bid analysis; recommends resources to clients.

5. Leads project delivery resources/team providing project guidance and direction to achieve project goals.

6. Implements communication plan for meetings and written reports/meeting minutes to keep client and project resources informed. Facilitates project meetings.

7. Implements project documentation governance aligned with company and Client requirements. Ensure project data integrity and documentation is accurate, timely and coordinated.

8. Tracks progress of each project against goals, objectives, approved budgets, approved timelines. Reports status and variances. Creates action plans to meet objectives, budget and schedule.

9. Implements change management routines to assess change requests, make recommendations, secure client approvals, and issue change orders. Assesses change requests to determine impacts to scope, budget, schedule, quality and risk.

10. Demonstrates ability to identify project risks, develop risk mitigation and contingency plans, and implement action plans to reduce or eliminate project risks.

11. Other duties as assigned.
Director, Energy & Sustainability

JOB SUMMARY
The purpose of this position is to lead, direct and carry out strategic and tactical implementation of energy and sustainability initiatives on a global basis for a region or account.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Champion global efforts of Energy and Sustainability management including standardization, technical leadership and enhancing the performance of all related facility mechanical and electrical systems throughout the managed properties.

2. Responsible for leading the energy and sustainability team to implement new technologies, identify cost savings opportunities, manage initiatives and engage the CBRE platform team on issues related to energy procurement and energy-related capital projects, renewable/carbon and critical environments.

3. Identify and prioritize initiatives based on an evaluation of their life cycle cost and/or ability to enhance the client reputation.

4. Responsible for engaging with Global Energy Services to identify and implement sustainable products, processes, best practices and technologies, to support the client’s goals of reducing energy and water consumption, and for managing the environmental impact of a real estate portfolio.

5. Works with the client’s Corporate Social Responsibility and Communications team to assist in the development and implementation of both internal and external sustainability communications. Maintain a library of industry research and provide internal reports on sustainability trends.

6. Provides strategic and technical leadership in the areas of energy and sustainability management and related standard operating procedures, predictive maintenance procedures, customer service & delivery level agreements and the development and review of performance criteria for outside service contracts.

7. Provides energy and sustainability input to new construction and other capital projects. Works with client and project management teams to insure the implementation of life cycle cost evaluation approaches which explicitly include energy and sustainability considerations.

8. Carries out broad and complex assignments requiring comprehensive knowledge related to energy efficiency, renewable/carbon offsets and sustainability services offered by the Global Energy and Sustainability platform.

9. Develops and presents monthly energy and sustainability status and variance reports and conducts monthly energy and sustainability team meetings.

10. Communicates past, present and future energy plans and performance through formal presentations to account team and client.

11. Oversees and directs the monitoring and reporting of energy use and spending trends to ensure consistency across the region/portfolio under management.

13. Develops objectives, scope narratives and financial summaries (including payback analysis) in support of LEED certification efforts

14. Develops operational policies and procedures related to fit outs, leases, and defits that embrace LEED principals and disseminates them across a portfolio.

15. Other duties as assigned.

Accountant / Finance Lead

JOB SUMMARY
Responsible for moderately complex accounting activities relating to the maintenance of a complete and accurate general ledger and the resultant managerial reports and financial statements.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Reviews and/or processes billing/invoicing and enters data into the accounting databases. May either apply or submit cash applications to the vouchers/invoices. Researches and resolves accounts receivable issues.

2. Answers questions from other departments, locations and divisions regarding various accounting issues and reports, including profit and loss reports. Researches open accounting issues.

3. Prepares income statements, balance sheets and various other accounting statements or financial reports for field and management reference for a small to mid-size customer or market.

4. Reviews and verifies the accuracy of journal entries and accounting classifications assigned to various records. Reviews transactions from subsystem to ensure data accurately passed through the various tables and sub ledgers.

5. Analyses accounting variances and prepares variance explanation reports.

6. Analyses reports and records, making recommendations relative to the accounting of reserves, assets, and expenditures.


8. Maintains, records, and reconciles billings and accounts receivables for small to mid-size clients/markets or accounts.

9. Examines financial statements and documents for conformance with accounting requirements and principles.

10. Creates month-end accounting entries and reconciles discrepancies; posts to GL and reviews variances to budget.

11. Other duties may be assigned.
Executive/Coordinator, Facilities

**JOB SUMMARY**
The purpose of this position is to provide assistance to the facility management team to ensure the successful completion of client facility needs.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Responds to client inquiries and concerns. Ensures timely and quality service delivery to clients. Follows up with clients to ensure customer satisfaction.

2. Creates work orders and assigns work orders to multiple technicians, subcontractors and vendors. Communicates work orders to technicians and assists management in resolving problems.

3. Provides reports on open and closed work orders and checks status with the appropriate technician or vendor.

4. Maintains files on work orders, proposals, and department files. Creates vendor files and checks accuracy on completed paperwork submitted by vendors.

5. Trains vendors on work order and billing procedures. Processes invoices and ensures proper cost centre coding.

6. Assists with the inspections on the facility campus.

7. Uses pc and/or PDA for work order system, email, ESS and training.

8. Assist with process and procedure training.

9. Other duties may be assigned.

Manager, Facilities or Regional

**JOB SUMMARY**
The purpose of this position is to manage multiple functions of building operations and maintenance for a facility, campus or portfolio of buildings.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Develops and maintains positive relationships with clients. Attends client meetings.

2. Coordinates, oversees and/or manages repair and maintenance work assignments performed by technicians, vendors and contractors performing building maintenance, landscaping and janitorial work. Reviews work orders to ensure that assignments are completed.

3. Responsible for facilities inspections and reports.

4. Coordinates and manages move, add and change activities.

5. Obtains and reviews price quotes for the procurement of parts, services, and labor for projects.
6. Manages capital projects. Prepares capital project and operating budget and variance reports.

7. Manages vendor relationships and trains vendors on work order and billing procedures. Responsible for invoice processing and accuracy of cost centre coding.

8. Uses pc and/or PDA for work order system, email, ESS and training.

9. Provides process and procedure training.

10. Conducts financial/business analysis including preparation of reports.

11. Coordinates, oversees and/or manages repair and maintenance work assignments performed by technicians, vendors and contractors performing building maintenance, landscaping and janitorial work.

12. Other duties may be assigned.

---

**FM Engineering Operations Manager**

**JOB SUMMARY**
Plans, implements, coordinates and manages all mechanical operations, maintenance, communications, energy management, and manpower development programs for a facility, campus or portfolio of buildings.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Manages technical staff, including hiring, training, personnel development.

2. Manages operations and maintenance for assigned facilities and assists in development of operating and capital budgets.

3. Assists in operations and maintenance issues, troubleshooting and problem solving as required.

4. Recommends/implements improvements for preventive maintenance programs on an ongoing basis and develop/maintain effective building-specific maintenance and safety procedure manuals.

5. Coordinates maintenance efforts with outside contractors, tenant finish personnel and technicians. Oversee all building systems including fire/life safety, plumbing, HVAC and electrical issues and must remain current with latest HVAC technology trends.

6. Maintains on-going communication with tenants, clients, owners, facility management team and vendors.

7. May assist in solicitation and acquisition of new management contracts and coordinate development of and/or maintain as-built drawings.

8. Responds to emergency situations (fire, evacuation, equipment failure etc.) and customer concerns.

9. Implements and administers inventory control programs/purchase parts and supplies.
10. Develops specifications and assists in solicitation and administration of maintenance/repair service contracts.

11. Ensures compliance with applicable codes, requisitions, government agencies and company directives as relates to building operations.

12. Other duties as assigned.

Lead Building Engineer

JOB SUMMARY
Leads shift operations and directs vendors and subcontractors. Utilizes advanced skills to perform complex preventive maintenance and corrective repair of buildings, industrial systems, vehicles, equipment and grounds. Working under limited supervision, monitors building system operations and performance. Utilizes several trade skills such as carpentry, plumbing, electrical, painting, roofing, heating and cooling.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Complies with all applicable codes, regulations, governmental agency and Company directives related to building operations and work safety.

2. Leads shift operations, assigns work orders, and/or provides technical and procedural training of co-workers and subcontractors. Arranges for subcontractors as needed.

3. Oversees and inspects the work performed by outside contractors.

4. Inspects building systems including fire alarms, HVAC, and plumbing to ensure operation of equipment is within design capabilities and achieves environmental conditions prescribed by client.

5. Reviews assigned work orders. Estimates time and materials needed to complete repair. Maintains inventory of adequate supplies and tools and orders necessary materials to complete all tasks.

6. Consults with clients to schedule preventive maintenance and other downtime to minimize business interruption and inconvenience.

7. Implements a preventive maintenance program to ensure that building machinery and systems meet or exceed their rated life.

8. Performs assigned repairs, emergency and preventive maintenance. Completes maintenance and repair records as required.

9. Responds quickly to emergency situations, summoning additional assistance as needed.

10. Performs other duties as assigned.
Building Engineer

JOB SUMMARY
Utilizes advanced skills to perform complex preventive maintenance and corrective repair of buildings, industrial systems, vehicles, equipment and grounds. Working under limited supervision, monitors building system operations and performance. Utilizes several trade skills such as carpentry, plumbing, electrical, painting, roofing, heating and cooling.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Complies with all applicable codes, regulations, governmental agency and Company directives related to building operations and work safety.

2. Inspects building systems including fire alarms, HVAC, and plumbing to ensure operation of equipment is within design capabilities and achieves environmental conditions prescribed by client.

3. Oversees and inspects the work performed by outside contractors. Contracted work includes landscaping, snow removal, remodeling, HVAC, plumbers, and cleaning.

4. Performs assigned repairs, emergency and preventive maintenance. Completes maintenance and repair records as required.

5. Reviews assigned work orders. Estimates time and materials needed to complete repair. Orders necessary materials and supplies to complete all tasks.

6. Maintains an energy management program to ensure measures are taken to operate all systems in the most efficient manner to keep operating costs at a minimum.

7. Maintains the building lighting system, including element and ballast repairs or replacements.

8. Performs welding, carpentry, furniture assembly and locksmith tasks as needed.

9. Responds quickly to emergency situations, summoning additional assistance as needed.

10. Performs other duties as assigned