



**JOB DESCRIPTION**  
**SERVICE ENGINEER**



**ABOUT THIS JOB**

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Work Location  
Singapore (East)

Work Days  
6 days (including Sat)

Job Level  
Experienced

Job Type  
Full-time

Qualification  
Diploma and above

Experiences  
More than 3 year

Language Proficiency  
English

Salary  
\$2,300 to \$2,600/month

Category  
Engineering

**JOB BENEFITS**

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Training &  
Development



Salary  
Review



Annual  
Leave

**JOB DESCRIPTION**

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- Liaise with residential and commercial owners, and relevant authorities to obtain new project i.e. installation and service contracts
- Ensure quality service delivery and timely completion of projects through team play and scheduling management
- Attend to customers' feedback with the objective to improve on work processes and enhance customer satisfaction
- Prepare tender, quotation estimates, proposal and liaise with relevant authorities to obtain quotation
- Ensure claim submission and timely payment
- Taking on relevant ad-hoc assignments

**JOB REQUIREMENTS**

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- Possess technical experience in troubleshooting, servicing, repair of air-conditioning system
- Proficient in Excel and Words
- Able to work in a team and communicate effectively