

**Job Title: Executive, Tenant Management**

**Reporting Officer**

Head, User Experience

**Job Description**

You will help to enhance the competitiveness of Jewel Changi Airport retail, F&B and services businesses; as well as make Jewel Changi Airport a world class lifestyle destination, acclaimed for excellence in operations and service. Your role encompasses overseeing and managing outlets in Jewel; which entails tenant relationship management, tenant fit-out, formulation of operational policies and execution of operational improvement initiatives. Working in the User Experience team, you will work closely with various stakeholders to ensure smooth handover of tenanted spaces and to ensure smooth transition from development to operations. You will also be involved in developing operational policies and establishing SOPs for the staff, as well as procurement of goods and services in preparation for the opening of Jewel Changi Airport.

**Skills/Knowledge Required**

- Good Degree in any discipline
- Proven track record in operations, especially relevant working experience, preferably in mall management, hospitality, retail or F&B industries
- Self-motivated, driven, analytical, assertive and a good team player
- Team management experience with strong leadership capability to motivate and lead a team
- Excellent interpersonal, verbal, written communication and presentation skills