Job Title: Executive, Design Management (Contract – 6months + 6 months)

Reporting Officer	Manager, Design Management

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 comprises

- Review & improve the store design submissions from tenants and ensure successful completion of the tenancy design process from inception to completion.

- Provide creative ideas and design solutions to further enhance store design and visual display strategies.

- Perform regular site inspections during fit-out period and post-completion design inspection to ensure store is constructed according to approved design and materials, and quality standard of workmanship is achieved.

- Conduct periodic tenancy design audits and propose improvements for tenancy renewals' refurbishment.

- Develop and update the Tenancy Design Guidelines (TDG) to align with branding and positioning of Jewel Changi Airport

- Research on retail industry across regions to keep abreast of latest retail trend and provide innovative design ideas and knowledge to value-add to our tenants' business and keep the mall competitive.

- Assess and pursue development or improvement opportunities of mall common areas / assets and manage design enhancement initiatives.

- Prepare timely updates / reports for planning and management reporting.

Skills / Knowledge Required

- Degree or Diploma in Interior Design, Architecture, Architectural Studies, or design related field.

- 1-2 years' experience in retail industry interior design or tenancy design management.

- Proficient in Auto-Cad, Photoshop, Illustrator, Sketchup and Microsoft Office.

- Flair for creativity and strong technical expertise in detailing with knowledge in materials.

- Basic knowledge of local building regulations and M&E will be an added advantage.

- Possess strong negotiation and interpersonal skills with good presentation proficiency.

- Self-driven and able to interact effectively with all levels and across different departments to achieve shared objectives.