

Job Title: Executive, Facilities Management

Reporting Officer

Manager, Facilities Management

Job Description

Home to the world's largest indoor waterfall and a verdant indoor landscape, Jewel Changi Airport is an integration of engineering marvels with nature. It is also an iconic multi-dimensional destination that houses not just a mall, but also attractions, gardens, hotel and aviation facilities under a striking glass and steel dome. As a core member of Jewel's Facilities Management team, you will:

- a) Oversee one of more FM portfolios, such as Pest Control, General Building Maintenance & Improvement Works, Landscaping Irrigation System, Emergency Preparedness, etc.
- b) Manage related service providers, administer the corresponding contracts, review their performance, and ensure services delivered to & exceed expectations.
- c) Prepare and manage budget for the portfolios assigned.
- d) Be responsible for the continual improvement, upgrading and procurement of the services and systems under your charge, including but not limited to best practices benchmarking, life-cycle cost analysis, preparation of technical reports, tender specifications & necessary approvals, investigate latent defects/ issues, review & seek best possible solutions, etc.
- e) Organise O&M documentation, improve existing and formulate new procedures.
- f) Liaise with the relevant authorities for annual (re)certifications, licenses to operate, submission of regulatory documents, etc.
- g) Ensure all activities comply with approved work processes & instructions, safety procedures, quality controls, statutory codes of practice, corporate governance & procurement guidelines, among others.
- h) Support both the mall & attractions operations, events and other ad-hoc projects.

Skills / Knowledge Required

- Analytical, assertive, driven, self-motivated, and a good team player.
- Enjoy working in a dynamic and fast-paced environment.
- Good interpersonal, verbal, written communication and presentation skills.
- 3 years of relevant experience in FM or M&E is preferred but fresh graduates with keen passion in FM are welcomed to apply.
- Diploma or Degree in facilities management, project management or relevant technical discipline. Having a workplace safety and health certification is a plus but not a must.