

Job Title: Executive, User Experience

Reporting Officer

Manager, User Experience

Job Description

The Development team is responsible for supporting and delivering events and experiences to Jewel's guests. We work with cross-functional teams and a variety of vendors to execute various business development and enhancement initiatives. Additionally, we support day-to-day business operations such as VIP venue management, financial management, as well as internal training and development.

As an Executive, you will endeavour to deliver seamless event planning, execution and post event follow-up. Primary responsibilities include:

- Assist in implementing and evolving processes, guidelines and standards for the team events' strategy, deliverables, and initiatives in conjunction with internal teams.
- Assist in strategic planning and executing events and programmes, targeted to increase mindshare, footfall and spending.
- Assist in coordinating with internal teams on corporate/ VIP venues and events.
- Plan, implement and study minimum viable products for future scalability.
- Collaborate with internal teams and external vendors on training and development initiatives.

Skills/Knowledge Required

Minimum qualifications:

- Bachelor's degree or equivalent practical experience.
- Relevant experience in hospitality, operations, projects and/or events' management.
- Have the personal attributes to interact confidently with vendors, cross-company teams at different levels of seniority.
- Possess strong written and verbal communication skills.
- Adaptable, flexible and willing to grow in an evolving organisation and work scope.

Preferred qualifications:

- Proven track record in planning and executing multiple projects simultaneously while managing day-to-day activities.
- Experience in data analytics for event programming, post follow-up analyses and recommendations on next steps.