

**Job Title: Executive, Retail Experience (Building, Projects and Compliance)**

**Reporting Officer**

Manager, Retail Experience (Building, Projects and Compliance)

**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:

- a) Execute tenancy coordination and operations scope which includes overseeing the tenant's fit-out/reinstatement/base provisioning program and conformance to the requirements including documentation and proper recording of all activities and correspondences.
- b) Assist to advise internal and external stakeholder on regulatory or compliance issues relating to agencies such as URA, NEA, SFA, SCDF etc.
- c) Assist to provide technical advice to commercial team on feasibility studies and Addition and Alteration works.

**Skills/Knowledge Required**

- Familiar with project management and proficient in technical areas of Fire, Building, M&E and Workplace Safety & Health Codes of Practices, Regulations and Act.
- Degree or Diploma in Facilities Management, Project Management, Mechanical/Electrical or other technical Discipline.
- Certificate such as Registered Safety Officer, Project Management, Senior Fire Safety Manager will be advantageous.
- 2-3 years of experience in a commercial or shopping mall environment with similar Project/Facility Management role.
- Ability to work under tight timeline, Self-motivated, driven, analytical, assertive and a good team player
- Excellent interpersonal, verbal, written communication and presentation skills