

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

Reporting Officer

Senior Manager, Retail 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:

- a) Lead and execute the team to 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) Provide advice to internal and external stakeholder on regulatory or compliance issues relating to agencies such as URA, NEA, SFA, SCDF etc.
- c) Provide technical advice to commercial team on feasibility studies and Addition and Alteration works.
- d) Lead and Manage Building & Soft Service Providers such as Cleaning, Pest Control and FM to ensure services delivered conform to the provision in the contract.
- e) Able to lead a multi-disciplinary team to achieve a common concerted goal.

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 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.
- 5-7 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