

Job Title: Executive / Senior Executive, Design Management

Reporting Officer

Team Lead, Design Management

Job Description

- Review & improve the store design submission 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.
- 3 to 6 years' experience in interior design in retail industry 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.