

Job Title: Senior 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 a Senior 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 execute events/ programmes targeted to increase mindshare, footfall and spending.
- Coordinate 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.