

Job Title: Admin Executive, M&P (1 Year Contract)**Requestor****Reporting Officer**

Manager, Marketing & Partnerships

Job Description

Jewel Changi Airport (Jewel), a world-class multi-dimensional lifestyle destination in Singapore, is developed by Jewel Changi Airport Trustee Pte. Ltd., a joint venture by Changi Airport Group and CapitaLand. Jewel features a distinctive dome-shaped facade made of glass and steel, making it an iconic landmark in the airport's landscape. At 135,700 sqm in size, it offers a range of facilities including airport services, indoor gardens and leisure attractions, retail and dining offerings as well as a hotel, all under one roof. These unique offerings in Jewel are envisaged to enhance Changi Airport's appeal as a premier air hub.

We are seeking a highly motivated and driven individual to join our Marketing & Partnerships team, where you will assist the team in the daily day to day sales' administrative tasks. Your key responsibilities are:

Attraction Sales

1. Reply and follow up promptly on enquires received at Jewel Sales mailbox within 24hours
2. Update of enquires tracking sheet so that the team can also track and follow up,
3. Check, process bulk purchase ticket orders & revalidation request
4. Check and process corporate membership application
5. Work with internal stakeholders to facilitate clients' visit and invoices
6. Prepare monthly administrative reports and other ad-hoc reports
7. Manage and monitor stock inventory
8. Handle other adhoc administrative and office duties as assigned by Reporting Officer

Venue Sales & Advertising

1. Handle enquiries for wedding venue bookings, wedding photoshoot at Canopy Park, guided tours and Teambuilding
2. Confirm wedding venue bookings, conduct site recces, process payment and refund of deposit after event
3. Assist with the distribution of wedding-related materials and provide on-site support during wedding events as needed
4. Coordinate guided tour bookings with clients and vendors, facilitate direct client payments to vendors, and assist with packing and preparation of tour materials
5. Liaise with teambuilding vendor to confirm event dates, communicate details to relevant teams, coordinate with participants, and distribute relevant materials prior to events
6. Prepare and present monthly reports detailing the number of confirmed bookings and revenue generated for weddings, wedding photoshoots, guided tours and teambuilding
7. Handle other adhoc administrative and office duties as assigned by Reporting Officer

Skills / Knowledge Required

- Possess at least 3- 5 years' admin experience, preferably in a similar function.
- Organised and meticulous, with the ability to multi-task.
- Good attitude and a team player.
- Good communication and writing skills.
- Good time management
- Ability to work in a fast-paced and dynamic environment.
- Proficiency in Mandarin would be advantageous.
- Computer literacy and proficient in Microsoft Office
- Able to start work immediately is a plus