

Job Title: Executive / Senior Executive, M&E

Reporting Officer

Manager

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 CapitalLand. 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.

As the Executive / Senior Executive for M&E, you will be part of the Mechanical, Electrical, Safety & Attractions ("MESA") team that manages Jewel's mechanical, electrical and attractions systems, as well as the overall fire safety and workplace safety & health. As a core member of MESA, you will:

- Manage the M&E services and/or attractions systems and the related service providers/vendors, which includes administering the corresponding contracts, reviewing their performance, and ensuring services delivered to & exceed expectations.
- Seek continual improvement including but not limited to enhanced process/procedure formulation, recommendation for upgrading, life-cycle cost analysis, preparation of technical reports, tender specifications, procurement and necessary approvals, etc.
- Ensure all activities comply with approved work processes & instructions, safety procedures, quality controls and statutory Codes of Practice, among others.
- Liaise with the relevant authorities for annual (re)certifications, licenses to operate, submission of regulatory documents, etc.
- Support the associated budgeting, expenditure, and administration.
- Support both the mall & attractions operations, events and other ad-hoc projects.

Skills/Knowledge Required

- Degree in Engineering, Facilities Management, or other relevant technical disciplines.
- A self-motivated, driven, analytical and a good team player, with a proven ability to excel in a dynamic environment and perform under a tight timeline.
- Excellent interpersonal, verbal, written and presentation skills.
- Up to 3 years of experience in electrical/mechanical engineering or hard FM.
- Maintenance or operations management experience in a large retail, attractions, or mixed-use environment is a plus.
- Fresh graduates are welcome to apply.