

Job Title: Senior Executive / Assistant Manager [M&E (MESA) / Building (FM)]**Requestor****Reporting Officer**

Manager, User Experience

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. Home to the world's largest indoor waterfall and a verdant indoor landscape, Jewel Changi Airport is an integration of engineering marvels with nature. It is also an iconic multi-dimensional destination that houses not just a mall, but also attractions, gardens, hotel and aviation facilities under a striking glass and steel dome.

As the Senior Executive / Assistant Manager for M&E / FM, you will be part of a larger team that manages Jewel's mechanical, electrical and attractions systems, as well as facilities management. As a core member of the team, you will:

- a) Oversee M&E systems such as, ACMV, Electrical Installations, Fire Protection and Lift, Escalator, Travellator (LET) and Attractions
- b) Be responsible for the safety, continual improvement, upgrading and procurement of the systems & attractions, including but not limited to life-cycle cost analysis, preparation of technical reports, tender specifications & necessary approvals, etc.
- c) Oversee soft services such as, cleaning and pest control
- d) Oversee building maintenance and repair
- e) Oversee project works such as reconfiguration of lettable area (AEI) and large-scale improvement works (toilet upgrading)
- f) Drive feasibility studies, COU, A&A/ minor works and other asset enhancement projects and service improvement initiatives.
- g) Provide strategic guidance in sourcing & contract management, operations & maintenance and resource & cost sustainability.
- h) Formulate & execute maintenance strategies and budget plans, both OPEX & CAPEX.
- i) Liaise with the relevant authorities for annual (re)certifications, licenses to operate, submission of regulatory documents, etc.
- j) Continually review and enhance operational & maintenance strategies, SLA and SOP to advance our business objectives and ensure related processes are aligned with the latest regulatory requirements.
- k) Manage multiple stakeholders, including internal counterparts from leasing, marketing, attractions & mall operations, as well as external service providers & tenants.
- l) Be Pro-Business and Forge win-win partnerships with tenants' shopfloor/ frontline operations.

Skills / Knowledge Required

- >3 years of M&E and FM experience in a large retail, attraction or mixed-use environment
- Maintenance or operations management experience in a large retail, attractions, or mixed-use environment is a plus.
- A people manager who is self-motivated, driven, analytical and a good team player, with proven ability to excel in a dynamic environment and perform under tight timeline.
- Excellent interpersonal, verbal, written and presentation skills.
- Degree in Mechanical Engineering, Electrical Engineering, Facilities Management, or other relevant technical disciplines.
- Certified as a Senior Fire Safety Manager (Senior FSM) and/or Registered Safety Officer will be advantageous.
- Fresh graduates are welcome to apply.