

Job Title: Executive, Facilities Management

Reporting Officer

Manager, Facilities Management

Job Description

You will help to enhance the competitiveness of Jewel Changi Airport retail, F&B and services businesses; as well as make Jewel Changi Airport a world class lifestyle destination, acclaimed for excellence in operations and service. Your role encompasses:

- a) Procure service contracts and manage Facilities Management related service provider and ensure services delivered conform to the provision in the contract.
- b) Skilled in project management and familiar with administering A&A projects such as reinstatement, fit-out, unit amalgamation works and etc. Manage cyclical repairs and improvement projects.
- c) Oversee the maintenance of M&E, Building and Specialized System equipment's contractors to ensure routine/ad-hoc maintenance are performed in accordance to contractual requirements and industry best practices.
- d) Liaise with authorities and submission of necessary documents such as, technical reports, approval papers, tender specifications, etc
- e) Investigate latent defects issue, review and challenge technical recommendations and solution from service providers or contractors on any technical matters.
- f) Plan strategic planning and budgeting for operations and maintenance on an annual basis. Organise O&M documentation, process invoices and track the expenses.
- g) Provide solutions for challenges faced on the ground and ensure overall compliance with regulatory requirements such workplace safety and health act, etc.
- h) Assist in tenancy and leasing marketing queries.
- i) Propose, plan and coordinate Capex, enhancement/upgrading projects, Additional and Alternation works (A&A) and tenant improvement works.
- j) Seek quotations and review contractor's proposal/quotation.
- k) Ensure compliance with all government and internal procurement and financial procedures.
- l) Any other task assigned.

Skills/Knowledge Required

- Degree in Facilities Management, Project / Construction Management or Mechanical/Electrical Discipline
- 3 years of relevant experience in a similar capacity
- Self-motivated, driven, analytical, assertive and a good team player
- Excellent interpersonal, verbal, written communication and presentation skills
- Certification as a fire safety and water efficiency manager will be an advantage
- Equip with a workplace safety and health certificate