

**Job Title: Senior Executive / Assistant Manager, M&E**

**Reporting Officer**

Manager

**Job Description**

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 Assistant Manager 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 lift, escalator & traveller (LET) systems, attractions and/or other assigned M&E services 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**

- At least 5 years of experience in electrical/mechanical engineering or hard FM, preferably with strong technical knowledge of LET.
- Maintenance or operations management experience in a large retail, attractions, or mixed-use environment is a plus.
- A 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 Engineering, Facilities Management, or other relevant technical disciplines.