



澳娛綜合度假股份有限公司

SJM RESORTS, S.A.

Department: Retail & Operations Support

Position Title: Officer - Tenant Fit-Out Coordination

Job Description:

- Able to work individually to handle regular or routinized works and requests from Retailers
- Ensure all Retailer's requests are processed in compliance with the company policies or any agreed special terms
- Coordinate with Retailers for all the mandatory documents submission before shop opening e.g. M1, PLI & etc.
- Work closely and effectively with the department managers or various internal departments or contractors on the execution of various operational activities and planning to meet the established goal
- Assist the managers and Superiors for preparing the pre-opening meeting package to ensure the mall operations requirements can be delivered and fulfilled
- Perform any ad hoc duties as required
- Provide administration service to the managers and department includes but not limited to report preparation, making appointment and marketing research
- Provide technical support to the managers for any Retailer's fitting out team's request

Job Requirement:

- Minimum of 1 year practical experience in retail shop fitting out works; Minimum of 2 years practical experience in retail administration
- Experience in retail operations and mall management is preferred
- Knowledge of office administration
- Good PC skills and proficiency in MS Office
- Ability to maintain a high level of accuracy in preparing and entering information
- Basic Knowledge of the command system in AutoCAD, can modify the retailer's drawing
- Ability to read fitting out drawing and materials

Interested parties, please apply via:

- Email the detailed resume to careers@sjmresorts.com
- Hotline 89820288 / 68827117

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