



Style and Design Operations Manager

JOHANNESBURG, SOUTH AFRICA

Key Responsibilities

The main purpose of the Style and Design Operations Manager is to manage all design room jobs created by the lodges and associated workflow.

- To facilitate the manufacturing of custom-designed goods and ensure that the designer's concept is achieved.
- Maintain good relations and effective communication with Lodges / Suppliers / Designers to ensure that needs are met, and operations run effectively.
- To actively be involved with and manage all feedback regarding lodge visual audits. Work via the Operations Director to ensure compliance.
- Overseeing and accountability for the Jobs allocated and ensuring that these are completed within creative direction brief and to the best value.
- Ensure that any items purchased by the Design department are approved by the relevant design manager.
- Source new, cutting-edge products and maintain noteworthy suppliers in line with online jobs and the creative direction brief.
- Assist with project training documents.
- To be involved in idea generation and trend identification focused on ID, to help support the current team in ensuring is at the cutting edge.
- Manage the online style guides and keep them up to date and accurate.
- Manage the design data room, with an organized filing system (info and images).
- To load all online job quotes. Provide weekly reports on online job numbers.

Skills & Experience

- Previous experience in facilitating manufactured goods and in sourcing.
- Excellent supplier knowledge, particularly within Johannesburg.
- Understanding of the Singita Brand and each lodge's design integrity.
- Computer literate: Outlook, Excel, Explore.
- Passion for conservation and sustainability.
- Strong administrative skills.
- Organized, structured approach to work.
- Excellent communication skills.
- Assertive and confident.
- Strong leadership skills.
- Ability to travel, as well as own transport/valid driver's license.
- Preferably in Johannesburg but possibility to work remotely.
- South African nationality or valid work permit.

To apply email your CV to SMCcareers@singita.com or visit:

www.singita.com/about/careers