



Design Coordinator

SINGITA MANAGEMENT COMPANY, SOUTH AFRICA - remote

Key Responsibilities

The main role of the Design Coordinator is to totally manage the online system jobs that come into the design room thus providing unwavering support to our existing operations.

- Reports to the S&D Operations Manager and Executive Group Head of Creative Direction (EGHCD)

Overview of department

As the visual gate keepers of the brand, the Singita S&D team are accountable for the look and feel of items ensuring they are in keeping with the concept of the individual lodges and uphold the standards and values that are synonymous with the brand.

At 15 (almost 16) lodges these jobs are, on average, in the region of 250 at any one time with surges in the region of 300+ around budget season, budget approvals, busy season and ahead of the festive season.

Each job needs to be researched for suitability and concept and thereafter either sourced, specced or custom designed, quoted and then handed over to the procurement team.

Thereafter checked when the items come into the warehouse and instruction given to the lodge as to where/how to install it.

This team will also receive a full handover of new projects / refurbishments from the project design studio so that there is never a lapse in support, guidance and assistance of the existing lodges.

Key Responsibilities

- To manage new and refurbishment lodge handovers from project design team to support team and ensure correct data filing/training and lodge support is in place and intact.
- To facilitate the manufacturing of custom designed goods for jobs allocated and ensuring that original concept look, and feel is correct.
- Take accountability for Jobs allocated and ensure that these are completed within with creative direction given, seeking the best supplier for the job and best value.
- Keep an organized filing system of info and images.
- Provide updates on problematic jobs (lodges not responding) to the Operations Director.
- Constantly aim to understand the lodge environment and to maintain excellent relations with Lodges.
- Active participation in and effective communication and support of Singita's conservation message and purpose.
- All roles at Singita may be required to perform other tasks as reasonably requested from time to time and as required by the business and/or operation. Singita fosters a culture of collaboration, and with this support of the multi-skilling of staff.

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

www.singita.com/about/careers



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Skills & Experience

- Strong interest in design, product, and interior design.
- Understands interpretation of creative direction and concepts.
- Clear understanding of high-end luxury hospitality brands.
- Dynamic, strong, and a self-starter.
- Acute attention to detail.
- Understanding of pressured hospitality/lodge environments.
- Works well in a team and very well under pressure.
- Shows initiative and is a problem solver.
- Confident approach to work and with others.
- Agile and flexible.
- Experience in the high-end luxury hospitality field.
- Keen understanding of the African lodge environment and the challenges and opportunities that are associated with that.
- Passion for conservation, sustainability, nature and 'the bush'.
- Strong visual language and good style and taste.
- Feedback fit.
- Computer literate in Microsoft.
- Powerpoint presentation skills.

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