



## Style and Design Operations Manager

SINGITA MANAGEMENT COMPANY, JOHANNESBURG

---

### Key Responsibilities

- To manage all design room jobs created by the lodges and associated workflow.
- To facilitate the manufacturing of custom designed goods and ensuring that the designer's concept is achieved.
- Take accountability for Jobs allocated and ensure 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 inline with online jobs and the creative direction brief.
- 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.
- Maintain good relations with Lodges / Suppliers / Designers.
- Assist with project training documents.
- Manage the online style guides and keep them up to date and accurate.
- To actively be involved with and manage all feedback with regards to lodge visual audits. Work via the Operations Director to ensure compliance.

- Act as a conduit between the lodges and other departments when it comes to day-to-day queries and questions.
- 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.

### Skills & Experience

- Be of South African nationality or holder of a valid work permit.
- Assertive and confident.
- Understanding of the Singita Brand.
- Administratively strong.
- Organized, structured approach to work.
- Excellent communication skills.
- Computer literate: Outlook, Excel, Explore.
- Solid understanding of each lodges' design integrity.
- Experience in facilitating of manufactured goods.
- Experience in sourcing.
- Excellent supplier knowledge, particularly within Johannesburg.
- Passion for conservation and sustainability.
- Ability to travel, as well as own transport/valid drivers license.

To apply email your CV and portfolio to [HRSMC@singita.com](mailto:HRSMC@singita.com) or visit:  
[www.singita.com/about/careers](http://www.singita.com/about/careers)