

Job Title: Lease Admin Executive

Reporting Officer

Head, Leasing

Job Description

- Provide support to facilitate the development of a Jewel Lease Management system
- Update and maintain Jewel Lease Management system
- Update and maintain Tenant's contacts, tenancy schedules and other documents
- Liaise with tenants and solicitors to facilitate and prepare tenancy agreements and other legal documents
- Reconcile audited sales report and prepare GTO Billing
- Maintain Division budget and expenditure
- Compile and update management reports
- Support Jewel show suite daily operation matters
- Support leasing team in all aspects of general administrative and clerical duties

Skills/Knowledge Required

- Diploma or Certificate in Business Studies, Management or equivalent
- Minimum 2 years of relevant working experiences in general office responsibilities and procedures, preferably in a retail mall environment
- Good communications and interpersonal skills
- Proficient in MS Office applications
- Meticulous with ability to multi-task