

Job Title: Manager, Leasing

Reporting Officer

Head, Leasing

Job Description

- Assist in the planning and implementation of asset plan
- Leasing of retail space to achieve the desired tenancy mix and occupancy rate
- Secure unique and new-to-market concepts and brands
- Assist in the preparation of tenancy agreements, coordination of tenants fit out works and other lease related documentations
- Coordinate Leasing related IT matters including setting up of Lease management system and Point-of-Sales system
- Liaise with tenants on lease related matters including tracking of sales performance when the development opens for operations

Skills/Knowledge Required

- Degree or Diploma in Estate Management, Building, Marketing, Business Administration or equivalent
- Minimum 5 years relevant experience in similar capacity within retail mall management
- Experience in setting up or coordinating leasing IT related systems is preferred
- Sound understanding of the real estate and retail industries preferably in shopping complex
- Possess good network of tenants and contacts
- Strong interpersonal, communication and negotiation skills