

Job Title: Leasing Executive (1 Year Contract)

Reporting Officer

Head, Leasing

Job Description

Jewel Changi Airport (Jewel), a world-class multi-dimensional lifestyle destination in Singapore, is developed by Jewel Changi Airport Trustee Pte. Ltd., a joint venture by Changi Airport Group and CapitalLand. Jewel features a distinctive dome-shaped facade made of glass and steel, making it an iconic landmark in the airport's landscape. At 135,700 sqm in size, it offers a range of facilities including airport services, indoor gardens and leisure attractions, retail and dining offerings as well as a hotel, all under one roof. These unique offerings in Jewel are envisaged to enhance Changi Airport's appeal as a premier air hub.

Leasing Duties:

- Support the Leasing Manager in retail planning which includes tenant/trade mix review and planning
- Source and secure suitable tenancies that fit into the desired trade and tenant mix of the mall including active cold callings, site viewing and negotiations on new leases and renewals
- Identifying market segments and prospects, managing lease renewals and related leasing duties, as assigned
- Conduct market research on new trends, competitor analysis and market survey

Admin (Data Analytics) Duties:

- Assist in preparation and updating of all reports such as Tenants' Performance, Weekly Sales & Traffic, Monthly Management, Arrears Management, GTO Rent Billing, etc. through extracting, processing and analysing of data collected

Perform any ad hoc Leasing & Admin duties as assigned

Skills/Knowledge Required

- Degree or Diploma in Estate Management, Building, Marketing, Business Administration or equivalent
- Minimum 1-3 years relevant experience in similar capacity within retail mall management
- Experience in coordinating lease management system in a mall environment is preferred
- Sound understanding of the real estate and retail industries preferably in shopping complex
- Possess a good network of tenants and contacts
- Strong interpersonal, communication and negotiation skills
- Possess positive disposition and resourcefulness and a team player
- Ability to multi-task and an eye for details
- Computer savvy and strong in Microsoft Office (Excel and PowerPoint, Power BI, etc)