

Job Title: Lease Admin Executive, Leasing

Reporting Officer

Manager, Lease Admin

Job Description

- Provide administration support to the Leasing team
- Prepare tenancy related documents
- Prepare reports such as tenants sales reports, monthly management reports
- Assist in sales and data analysis
- Monitor rental arrears and sales performance of tenants
- Assist in the development and operation of leasing related IT systems such as Lease management system and business intelligence system
- Perform any ad hoc duties as assigned

Skills/Knowledge Required

- Diploma in business administration, real estate or its related field
- Organised and meticulous
- Computer savvy and familiar with Microsoft software such as Excel and Powerpoint
- Willingness to learn and work in a fast-paced environment under minimal supervision