

**Job Title: Senior Executive/Executive, Leasing**

**Reporting Officer**

Head, Leasing

**Job Description**

- Support the Head of Leasing in retail planning which includes tenant/trade mix review and planning
- Source and secure suitable tenants to achieve the desired tenancy mix and occupancy rate for the development
- Handle leasing enquiries and make necessary recommendation of retail spaces to prospects
- Negotiate and finalise rental and other terms and conditions with potential tenants
- Cultivate and maintain good relations with prospects and tenants
- Liaise with solicitors in the preparation of tenancy agreements and other lease related documentations
- Support the implementation of Leasing related IT matters including Lease management system and Point-of-Sales system
- Liaise with tenants on lease related matters including tracking of sales performance and arrears
- Any other duties assigned by Head of Leasing

**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 coordinating lease management system in a mall environment 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
- Possess positive disposition and resourcefulness and a team player
- Ability to multi-task and an eye for details
- Self-motivated and able to work under pressure with tight deadlines