



LEASING MANAGER

Location: Petaling Jaya

Nationality: Local

Type: Permanent

Post: 1

KEY RESPONSIBILITIES

The key responsibilities of the position include:

- Structuring Tenancy Agreement (TA) proposals designed to attract and retain tenants to rental properties. Innovation in the area is key.
- Monitoring rental rates in the market place to ensure that negotiations with tenants reflect a deep understanding of what is “market rent”
- Moving early to secure existing tenants and thus maximise the time period for finding new tenants in the event the sitting tenant opts to relocate
- Proactively managing relationships with agents to ensure that properties are top-of-mind and prioritised
- Increasing ‘WALE’ across the Company’s leased assets
- Positioning as a ‘Client of first choice’ based on its professional approach to tenancy management
- Developing marketing material in collaboration with the Company’s Communications Unit to support the marketing of space within leased buildings
- Ensuring that web based ‘Lease Portal’ is up-to-date and servicing the needs of agents, prospective tenants and other stakeholders
- Promoting the company’s properties to the tenancy and agency market
- Negotiating competitive lease terms and conditions with sitting and prospective tenants
- Closing tenancy agreements in the shortest possible time
- Developing positive connections with sitting tenants and prospective tenants
- Carefully identifying/inviting/selecting tenants, based on a clear vision of the type of tenant community the Company wishes to attract for each building

RESPONSIBILITIES

- Customer (Tenant) Satisfaction Levels
- Innovation in Leasing



ATTRIBUTES

- Strong lease negotiating skills
- Strong selling skills
- Ability to motivate agents
- Knowledgeable re market transactions
- Professional demeanour and presentation
- Passion for property
- Flexible attitude towards working hours
- Numerate
- Friendly, open, personable
- Trustworthy – able to work independently – hard working
- Proactive – looks ahead to pre-empt tenancy management issues

EXPERIENCE

The successful candidate will have a minimum 8-10 years' experience in the property leasing business, with at least five years' experience working within a corporate environment. A mix of corporate and agency experience would be an advantage.

- Retail leasing including F&B
- Corporate office leasing
- Business planning / Budgeting
- Agency

QUALIFICATIONS

- University Degree in any discipline.
- selling skills
- lease management
- asset management