



IN INTERHILL, WE STAY COMMITTED TO PEOPLE.

IMMEDIATE VACANCIES

In line with our company expansion programme, we would like to invite dynamic and suitable individuals to join us on board for the following position:

1. Leasing Manager

- Developing leasing strategies and marketing plans to capture the largest market share and ensure commercial viability of the retail leasing business.
- To work and fulfill towards achieving sales target/quota and other objectives outlined by the company.
- Knowledgeable in all aspects of authority's approval relating to leasing business.
- To prepare and ensure all tenancy agreement, management report and leasing documentation are in good order.
- Marketing includes of exploring new tenants through business connection and relevant marketing events, and liaising with relevant parties to source and attract potential tenants.
- Initiate discussion with potential prospects, negotiate the lease and finalize other terms and conditions.
- Negotiation and conclusion of new tenancies, renewals or termination of tenancies.
- Recommend leasing terms and conditions and formalize offer letters/ agreements.
- To control the budget and work closely with the finance team on the annual leasing budget.
- To maintain good relationship with tenants and monitor sales performance of tenants.
- To undertake ad hoc duties assigned by Directors from time to time.

Requirements:

- Minimum 3-5 years working experience in commercial or retail property leasing and marketing.
- Knowledge of lease terms, specifications and tenancy policies.
- Possess good understanding of the retail property leasing market with strong networking.
- Excellent negotiation, presentation and time management abilities.
- Familiar with leasing terms & conditions and procedure.

Interested candidates are invited to write in with full personal information, copies of relevant certificates, employment history, current and expected salaries and contact number. Only shortlisted candidates will be contacted for interviews.

Human Resource Interhill Group

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