

Leasing Manager

If you are interested in the job position: Leasing Manager, please submit your résumé and details of your current place of employment, position and salary to the following address, with the subject [**Leasing Manager Position Application**]:

enquiry@thepremieroutlets.com

Reports to	Leasing Director	Function / Region	Leasing/China
Location	Head Office	Band	T.B.C.

Purpose

To execute the leasing strategy in accordance with the leasing strategy plan and delivering company & leasing objectives.

Key Accountabilities

- Market the available retail units and negotiate the rentals to achieve the optimal occupancy and rental yield for the portfolio
- Attend to tenants' feedback/requests.
- Develop and maintain cordial relationships with tenants
- Negotiate with tenants / prospects for the best terms, conditions and rents
- Explore new leasing opportunities.
- Responsible for proper lease documentation.
- Propose rental rates based on market information and improvement to proposals to the management.
- Evaluate full-price retail penetration and Outlet competition (existing and planned)
- Participate in the planning and evaluation of multi-phased Outlet shopping centers to be developed in other cities in China as Company evaluates new growth opportunities.

Organisational Chart

Reporting lines and structures will change depending on location.

Key Relationships

Internal	External
Leasing Director	Customers
Senior Leasing Manager	Brand Partners
Centre Teams	Contractors/Suppliers
Head Office Teams	Agencies

Competencies

- Customer Focus
- Results Focus
- Communicating and Listening
- Influence
- Team Work
- Problem Solving
- Attentive to details
- Planning and Organizing

Knowledge and Skills

- Educated to degree level (preferably business) or equivalent
- Relevant Leasing or estate Management experience
- Experience in a customer handling environment
- New business development
- IT skills: Intermediate level Microsoft Word, PowerPoint, Excel and Outlook