



PR/122586 | Property Management Staff

Job Information

Recruiter

JAC Recruitment Indonesia

Job ID

1506446

Industry

Real Estate Brokerage, Management

Job Type

Permanent Full-time

Location

Indonesia

Salary

Negotiable, based on experience

Refreshed

November 26th, 2024 10:18

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Job Description:

- Look after and manage all assets or projects under the group company name
- Analyze property performance and create marketing initiatives to increase occupancy
- Attract new tenants through advertising, property viewings, and encouraging referrals
- Maintaining relationships with existing tenants
- Closely liaising with the respective Sales/Marketing teams for each project of the group company
- Assist tenants with maintenance requests and oversee the process of preparing properties for new tenants
- Addressing tenant complaints and inspecting vacated units
- Preparing reports on the occupancy and financial performance of properties
- Other related duties as assigned

Requirements:

- Bachelor's degree in all majors
- Experience in Japanese companies is prioritized
- Work experiences as Marketing staff or Supervisor
- Proven experience (3~ years) in Asset Management or Marketing Property in Property Management fields or career as a Property Manager, Sales/Marketing taking care of property management or lease managements
- Having work experiences related to Marketing Research (from collecting data to make marketing plan), such as Clarify

customer needs, interacting with Vendor/tenants, verification (analysis power), making marketing plan and its implementation.

- Having work experiences in Mall management (Leasing/Marketing Team)
- Could do business trip 1 - 2 times a month
- Has excellent communication skills and negotiation skill.
- Proficient in Microsoft Office (esp. Excel and Word)

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Company Description