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PR/122561 | Asset Management Assistant Manager

Job Information

Recruiter
JAC Recruitment Indonesia

Job ID
1507487

Industry
Civil Engineering and Construction

Job Type
Permanent Full-time

Location
Indonesia

Salary
Negotiable, based on experience

Refreshed
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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:
- Work experiences as Marketing Supervisor
- +3 years experience 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, such as Clarificatory customer needs, interacting with Vendor/tenants, verification (analysis power), making marketing plan and its implementation.
- Having work experiences in Mall management, event companies and advertising agencies is preferable.

- Bachelor's degree in all majors
- 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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