



## PR/122586 | Property Management Staff

### Job Information

**Recruiter**

JAC Recruitment Indonesia

**Job ID**

1512238

**Industry**

Real Estate Brokerage, Management

**Job Type**

Permanent Full-time

**Location**

Indonesia

**Salary**

Negotiable, based on experience

**Refreshed**

December 24th, 2024 10:31

### 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