



PR/094421 | Leasing Manager

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1513601

Industry

Real Estate Brokerage, Management

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

March 4th, 2025 03:00

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

Company and Job Overview

JAC's client is looking for Leasing Manager to develop new clients and manage leasing activities in Vietnam

Job Responsibilities

- Build up and expand relationships with new clients and potential tenants, and maintain strong relationships with the existing tenants, agencies/ brokers/ consultants.
- Handle negotiation about rental packages & contracts terms and conditions with potential tenants and existing tenants for contract renewal.
- Coordinate with the tenants for the fit-out work schedule and collaborate with the internal property management team.
- Professionally address the requirements and incorporate customer feedback to enhance leasing activities.
- Support in preparing the annual rent income budget, rental forecast as well as monthly management reports.
- Support internal property management team corresponding to a complaint from tenants.
- Support for marketing activities including SNS account management, participating in a talk event as a speaker.
- Perform market research and deliver updates on market information, including pricing, trends, benchmarking, demand, and supply.
- Periodically report on leasing activities to the Director and obtain necessary approvals through the internal approval system.
- Business trips to many cities in Vietnam.

- Other relevant duties as required and assigned by the company.

Job Requirements

- Bachelor's degree with major in Real Estate Management, Business, Marketing or Equivalent.
- At least 5 years of relevant experience in the real estate industry leasing activities, minimum of 3 years' experience in ready-built-warehouse in Vietnam market is required.
- Having good knowledge and good market sense, and extensive networks among business communities including clients and agencies.
- Highly proficient in English and Vietnamese communication; knowledge of Chinese is an added advantage.
- Demonstrates excellent presentation, negotiation, and interpersonal skills to establish and maintain strong relationships with tenants
- Frequent business trips are required.
- Detail-oriented, responsible, self-motivated, and able to work independently.
- Proficient in Microsoft Office Suite

Apply online or feel free to contact me directly for more information about this opportunity. Due to the high volume of applicants, we regret to inform you that only shortlisted candidates will be notified. Thank you for your understanding.

#LI-JACVN

Company Description