



PR/158664 | Leasing Manager

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1527107

Industry

Civil Engineering and Construction

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

April 15th, 2025 08:01

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

Our client is well known property management & residency in Iskandar Puteri.

Location: Iskandar Puteri.

Key Responsibilities:

- Manage all leasing activities, including attracting and retaining tenants.
- Conduct property tours and present leasing options to prospective tenants.

- Negotiate lease terms and conditions.
- Prepare and execute lease agreements.
- Maintain accurate records of all leasing activities.
- Develop and implement marketing strategies to attract new tenants.
- Ensure compliance with all applicable laws and regulations.
- Provide exceptional customer service to tenants and address any concerns or issues promptly.
- Collaborate with property management and maintenance teams to ensure tenant satisfaction.
- Prepare and manage all legal documentation related to leasing activities.
- Establish and maintain strong relationships with tenants, property owners, and other stakeholders.
- Manage and update leasing databases to ensure accurate and up-to-date information.

Qualifications:

- Bachelor's degree in Business Administration, Real Estate, or a related field.
- Proven experience as a Leasing Manager or similar role.
- Strong understanding of leasing processes and property management.
- Excellent communication and negotiation skills.
- Ability to work independently and as part of a team.
- Proficiency in property management software and Microsoft Office Suite.
- Strong organizational and multitasking abilities.
- Customer-focused with a positive attitude.
- Experience with legal documentation and compliance.
- Strong networking skills and ability to build and maintain professional relationships.
- Proficiency in database management.

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Company Description