



JAC Recruitment

We are recruitment specialists around the globe

Indonesia

## PR/122586 | Property Management Staff

## 募集職種

## 人材紹介会社

ジェイエイシーリクルートメントインドネシア

## 求人ID

1507496

## 業種

不動産仲介・管理

## 雇用形態

正社員

## 勤務地

インドネシア

## 給与

経験考慮の上、応相談

## 更新日

2024年12月03日 10:22

## 応募必要条件

## 職務経験

3年以上

## キャリアレベル

中途経験者レベル

## 英語レベル

ビジネス会話レベル

## 日本語レベル

ビジネス会話レベル

## 最終学歴

短大卒：準学士号

## 現在のビザ

日本での就労許可は必要ありません

## 募集要項

## 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)

#LI-JACID

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会社説明