



## PR/094421 | Leasing Manager

### 募集職種

#### 人材紹介会社

JAC Recruitment Vietnam Co., Ltd

#### 求人ID

1513601

#### 業種

不動産仲介・管理

#### 雇用形態

正社員

#### 勤務地

ベトナム

#### 給与

経験考慮の上、応相談

#### 更新日

2025年01月07日 05:00

### 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

#### 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

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会社説明