



PR/158664 | Leasing Manager

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マレーシア

求人ID

1525999

業種

土木

雇用形態

正社員

勤務地

マレーシア

給与

経験考慮の上、応相談

更新日

2025年03月25日 06:00

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

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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会社説明