

Job Title: Lease Admin Executive, Leasing

Reporting Officer

Senior Manager, Leasing

Job Description

You will help to enhance the competitiveness of Jewel Changi Airport retail, F&B and services businesses; as well as make Jewel Changi Airport a world class lifestyle destination, acclaimed for excellence in operations and service. You will:

- Coordinate and prepare tenancy related documents, letters, etc
- Monitor, track, and file all lease documentations, letters, notices, correspondences, etc
- Perform data entry into LMS & POS
- Act as a liaison with POS & LMS vendors
- Assist to monitor rental arrears and sales performance of tenants
- Assist to prepare and update reports such as weekly reports and any other reports assigned
- Be involved in the development and operation of leasing related IT systems such as lease management and business intelligence systems
- Perform any ad hoc duties as assigned

Skills/Knowledge Required

- Diploma in business administration, real estate or its related field
- Organised and meticulous
- Team player
- Computer savvy and familiar with Microsoft software such as Excel, Word and Powerpoint
- Willingness to learn and work in a fast-paced environment under minimal supervision