

JOB DESCRIPTION

Job Details	
Job Title	Executive, Asset Management (Property Management)
Job Grade	E1
Department	Corporate Services
Unit	Asset Management
Job Location	NCIA HQ
Job Title of Direct Superior	Senior Manager, Asset Management
Job Purpose	
<p>Assist the Manager of Business Support in managing real estate asset leasing, tenancy and marketing process, as a landlord of the office and commercial spaces to ensure efficient service delivery and compliance with the stakeholders and Landlord's objectives, processes and procedures.</p>	
Key Responsibilities	
<ul style="list-style-type: none"> • Prepare leasing strategy, actively marketing and pre-letting activities of office and commercial spaces in ensuring high building occupancy; • Sourcing and negotiating with potential tenants in new leases and follow through with all necessary procedures and documents to conclude deals; • Attend to leasing enquiries and compile information from potential tenants; • Preparation all leasing and tenancy related matters documentations i.e. proposal form, letter of offer, letter of termination, tenants' contract etc; • To maintain and develop good rapport with all purchasers/tenants to ensure the highest possible occupancy with good yields, rental revenues and to drive the business; • Conduct market, competitor's research and customer surveys to keep abreast of commercial, industrial and office property development in the market; • Monitors all New and Existing tenancy document activities to ensure they are always up-to-date and completed on time; • Involve in preparation of new business presentation to top management; • To maintain and update tenancy register and real estate asset database; and • Preparation monthly leasing and tenancy performance and updating master tenancy list. 	
Job Qualifications & Experience	
Qualifications <i>(Basic Degree/Diploma etc)</i>	<ul style="list-style-type: none"> • Minimum Diploma in Real Estate Management, Business Studies etc
Professional Qualification and/or Regulatory, Licensing requirements	Estate Agency, RICS etc
Relevant Work Experience	<ul style="list-style-type: none"> • Minimum 5 years of experience in leasing and marketing of real estate asset. • Exposure to feasibility study on market trend and consumer expectation to ensure the organization remain competitive in the market.
Required Competencies and Skills	
Competencies/ Skills <i>(Essential to succeed in this job)</i>	<ul style="list-style-type: none"> • Interpersonal, relationship-building and networking skills. • Well-informed and knowledgeable about real estate industry trends. • Strong financial and business insight. • The ability to multitask and prioritise your workload. • Confident decision making. • Good negotiation & communication skills. • The ability to draw information from various sources, including people. • Clear and concise writing skills and the ability to handle long and complex documents.

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	<ul style="list-style-type: none">• Teamwork skills and the ability to lead and motivate others.• IT skills.• A practical, flexible and innovative approach to work.
Travel Requirements (if any)	
Frequency <i>(Incl typical Destinations and Duration)</i>	As and when required