



PR/097444 | Leasing (Retail Mall) - Senior Executive / Assistant Manager

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1605524

Industry

Tourism

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

August 4th, 2026 10:47

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Native

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Job Responsibilities

- Proactively identify and secure prospective tenants while curating an optimal trade and tenant mix to drive occupancy and maximize rental performance.
- Lead lease negotiations, renewals, and tenancy agreements, ensuring commercial terms align with business objectives and revenue targets.
- Coordinate tenant viewings, prepare leasing reports, provide timely updates to management, and collaborate with internal stakeholders to ensure seamless execution of leasing activities.
- Support the development and implementation of leasing strategies to enhance occupancy levels, strengthen tenant mix, and improve asset value.
- Establish and maintain strong relationships with tenants, agents, and industry partners to generate leasing opportunities and market intelligence.

- Monitor tenants' business performance and ensure compliance with lease obligations and tenancy terms.
- Conduct regular market research and competitor analysis to stay informed of industry trends, market movements, and emerging retail concepts.

Requirements

- Diploma or Degree in Real Estate, Property Management, Business, or a related discipline.
- Minimum 1–2 years of relevant leasing experience, preferably within the retail, commercial, or mixed-use property sector.
- Strong communication, interpersonal, and negotiation skills with the ability to build effective stakeholder relationships.
- Positive, proactive, and collaborative team player with strong relationship management capabilities.
- Self-motivated, results-oriented, and able to work independently in a fast-paced environment.

Varick Lee
JAC Recruitment Pte Ltd
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Company Description