

Job Title: Leasing Assistant

Key Responsibilities:

- Complete applications and new applicant files including applicant documents and records and ensure applicants fulfill their registration obligation.
- Formulating and prepare lease offers, Lease agreements for all retail Units
- Prepare Addendum/ renewals and Ejaris
- Supporting the Group Leasing strategy in planning and implementing the new tenancy mix in the shopping Mall
- Assist the management in Sourcing and seek out prospective tenants
- Maintain Lease Administration & Documentation
- Keep a record of all the dates of documents received, handed over, generated between the departments.
- Maintains all correspondences and documentation in an organized manner.
- Responsible for the smooth day to day operations of the department, general appearance, filing stationery.
- Maintenance of Master Database and filing
- Other responsibilities as designated in support of department priorities
- Keep accurate records of meetings, manage calendar and keep track of appointments.
- Provide general support to all leasing, management, and office personnel as needed

Minimum Hiring Requirements:

- Should possess a solid Mall leasing/ real estate background
- Have worked on the Mall Developer side with at least 2 years of Shopping Mall experience with the following skills:
 - Understanding of RERA and Dubai Rental Law
 - Understanding of standard Lease terminology and ability to apply the same.
 - Knowledge of retailer's database and real estate property management.
 - Proficient MS Excel user (charting, advanced formulas) and PowerPoint user.
 - Strong interpersonal and written communication skills.
 - Well organized so that their record entry is accurate and efficient.
 - Able to maintain confidentiality at all times
 - Able to process work quickly, handle multiple tasks, and focus upon detail