



## Position + Profile

<b>NAME:</b>	TBD
<b>JOB TITLE:</b>	Leasing Executive
<b>DIVISION / SECTOR:</b>	Intern & Graduate
<b>REPORTS TO (title):</b>	Senior Leasing Manager, Western China
<b>DATE PREPARED / REVIEWED:</b>	Jan 2019
<b>LOCATION:</b>	Chengdu

### **Position Overview:** *(the primary reason the position exists)*

This role is to assist Senior Leasing Manager to deliver portfolio leasing initiatives for Western China.

### **Key Responsibilities:**

- + Market research to collect information as needed;
- + Study and analyse market needs and collect competitor information;
- + Attend regular meeting or client meeting if necessary;
- + Assist Leasing team on paper work as needed;
- + Update and maintain client information database on regular basis.

### **Reporting Relationships:**

This position reports directly to Senior Leasing Manager, Western China or any other person assigned by the Company.

### **Competencies:** *(knowledge and soft skill requirements of this position)*

- + Good written and verbal communication, in English and Chinese;
- + Independence and detail-oriented;

- + Good communication and cooperation skills and capable to work in a multicultural / multinational environment; and
- + Dynamic, self-motivated and a team player with a strong sense of responsibility.

### **Acknowledgement**

Acknowledgement of this Position Description indicates acceptance of the responsibilities detailed above. The above statements are intended to describe the general nature and level of work to be performed by the incumbent of the position and do not represent an exhaustive list of all responsibilities.

---

(TBD, signature & date)