



Position + Profile

NAME:	TBD
JOB TITLE:	Leasing Executive
DIVISION / SECTOR:	Intern & Graduate
REPORTS TO (title):	Director, Business Development & Leasing, China
DATE PREPARED / REVIEWED:	July 2019
LOCATION:	Shanghai

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

This role is to assist Director, Business Development & Leasing, China to deliver portfolio leasing initiatives for Eastern 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 Director, Business Development & Leasing, 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)