



Position + Profile

NAME:	TBH
JOB TITLE:	Leasing Intern / 租赁实习生
DIVISION / SECTOR:	Leasing / 租赁
REPORTS TO (title):	Associate Director, Leasing, Southern China 华南区租赁副总监
DATE PREPARED / REVIEWED:	August 2018
LOCATION:	Guangzhou, PRC

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

- + This role will be rotated for different functions, such as marketing research, leasing and analysis in GZ Office for assisting on SC projects.

该职位服务于广州办公室所开展的相关华南区项目，会涉及市场调研，租赁和分析等工作

Key Responsibilities:

- + Assist administration work of marketing and leasing, prepare supporting documents as required
协助市场及租赁管理工作，按要求准备市场文件
- + Assist in maintain key account relationship
协助维持大客户关系
- + Assist in coordination with internal departments for requirements
协助与内部部门协调需求
- + Track and maintain data for the leasing database
跟踪和维护租赁数据库的数据
- + Assist in the preparation of reports and financial statistics to management
协助管理层编制报告和财务统计数据
- + Assist in the preparation of internal presentations Research information where on the market, customers and peers

协助准备市场、客户和同行的内部演示研究信息

- + Any other duties assigned by your supervisor and other managers

你的主管和其他经理指派的任何其他职责

Reporting Relationships:

This position reports directly to Associate Director, Leasing, Southern China or any other person assigned by the Company.

该职位直接汇报给华南区租赁副总监或由公司派任的其他人员

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.

(TBH, signature & date)