

## JOB TITLE

- Sr. Leasing Executive – Retail Division.  
⇒ Female / Westerner.

## EXPERIENCE

- 2 to 3 years leasing in Shopping Centres.

## JOB DESCRIPTION

The Sr. Leasing Executive – Retail Division will report to the Company Commercial Director and will be assigned to the following duties:

- To attend to all necessary training, seminars, conventions and other sessions as deemed necessary for the duties assigned to the Sr. Leasing Executive position.
- The Employee will assist the Employer in all the Leasing related activities of the Company following the standard operating procedures and as per approved Leasing strategies.
- The Employee will prospect the local and international market to initiate Leasing negotiations and transactions.
- The Employee will be in-charge of initiating and finalizing Leasing transactions of empty units, units under re-tenanting situation, units for which the agreement might reach the termination date without renewal and units under renewal procedures by following established standard operating procedures under the Commercial Director's supervision
- If the activities of the Employee are requested in projects outside the GCC area, the Employee might be assigned from time to time to be in any territory and project outside the GCC area for the requirements of any projects other than the Employee might be in charge of.
- The Employee will keep a constant updated stock of prospective tenants and / or purchasers.
- The Employee will be using all the available contacts, relation, partnership and tools to keep an updated potential stock of brands, concepts, market intelligence and changes, and in order to make them potentially available for the current and future requirements of all projects managed by the employer.
- The Employee shall provide her assistance to the Employer to keep a constant update of the reliable standard image of all brands that might be represented in projects managed by the Employer.
- The Employee shall coordinate, as per standard operating procedures, with all concerned departments of ASWAQ Management & Services and of projects managed by the Employer during leasing and commercial negotiations, transactions, formalizations, financial and administration aspects, handing over of premises in order to ease the relation between all involved parties in the same department.
- The Employee will use all the documents, systems, tools, computers, files and other items deemed necessary for the execution of her duty and according to the Company policy and will keep them in good condition of preservation, order and updated.
- In general, the Employee shall adopt all necessary behaviour to maintain the best image related to the position in accordance with the standards imposed by the Employer.
- The Employee shall perform all duties that might be required by the employer and which will benefit the employer, the Company and the Leasing Department.
- Any other duties that might be deemed necessary for the execution of the Employee's Employment Contract.