

## **Manager, Commercial Leasing**

### **Key Responsibilities**

- Involved in the leasing and planning of the new Grade A office building
- Formulate and implement marketing and leasing strategies
- Coordination with agents on market info, briefing and regular updates on office portfolio
- Conduct viewing with corporate tenants, negotiate RFP & lease agreements, and attend to tenancy-related matters
- Provide inputs in tenants engagement programs & commercial marketing collaterals/ tools
- Prepare office rental reports, tenancy schedule and prospect reports
- Conduct market research and identify market trends
- Assist with the preparation of marketing collaterals & tools
- Cultivate good relations and strong network with real estate consultants, tenants and our partners/ vendors /agents