

Associate Manager Leasing

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Company: MAJID AL FUTTAIM

Location: abu dhabi

Category: other-general

Assist the Director Leasing in establishing Leasing Objectives. These objectives will outline the amount of space to be leased, the time frame required to lease and the target rental rate to be achieved, appropriate merchandise mix compatibility and presentation. Provide recommendations for changes in the layout in order to maximize the leasing opportunities. Manage ongoing beneficial relationship with current and potential tenants, ensure enquiries are handled promptly and arrange site visits for potential tenants. Assist in collating the information from other BU functions to provide inputs to feasibility studies including estimated rental value and potential tenant mix. Assist in the preparation of the leasing agreements between the Company and the tenants, ensure completion of all documents and manage the renewal agreements as well. Prepare regular leasing activity reports and the status of each negotiations held with potential tenants. Work with the Director Leasing in liaising with Property Operations and putting a strategy for lease extension negotiations, finding where retail gaps exist and what retailers will best complement those already in the Centre. Prospect for new tenants and conduct negotiations with more than one tenant for each lettable space and then make a recommendation on preferred tenant to the Leasing Committee (within assigned properties). Prepare lease agreement and all necessary documents to commercial and legal bind agreement with tenant in co-ordination with HO Legal Department and Leasing staff. Provide all necessary data / reports concerning to Lease Management as and when requested.

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