

Leasing Clerk

Responsibilities

- Provide support to Leasing Team on leasing administration related matters
- Prepare and administer all tenancy agreements, leases, licenses and other related documents
- Prepare and maintain leasing database and filing system
- Assist in regular reports preparation and analysis
- Assist the superior to handle complaints / enquiries from tenants
- Assist in ad-hoc duties and projects as required

Requirements

- Diploma or above
- At least 1 year working experience
- Self-motivated, detail-oriented, proactive and able to work under pressure
- Proficient at MS Word, Excel and PowerPoint
- Good command of both spoken and written Chinese, English and Putonghua

Job Offer

- 5-day work week
- Competitive Salary Package
- 13 months' Guaranteed Salary
- Performance Bonus
- Group Medical Scheme
- Birthday Leave
- Marriage Leave
- Provide Free Lunch
- Study Sponsorship
- Energetic & Dynamic Culture

Interested parties, please send your detailed resume with availability, present and expected salary to hr@unichina-market.com

We are an equal opportunity employer. Applications from all qualified candidates are welcome.

All information collected will be used for recruitment related purpose only.