

## Job Description

Position Title	Senior Manager / Deputy General Manager
Company	JLand Australia Pty Ltd
Division / Department	Strategic Ventures
Reporting To	General Manager, Strategic Ventures/ Deputy Project Director, JAPL

### **Key Functions:**

Assist General Manager of Strategic Ventures in all matters under his/her responsibilities, overseeing all aspects of development from inception to completion, including but not limited to:

#### **a) Logan Shores Development**

- 1) Together with JL Pro (PMC) - execute design coordination and construction management from initiation until completion.
- 2) Develop feasibility studies and monitor the cashflow.
- 3) Coordinate and liaise with consultants, contractors, agents, bankers and all stakeholders to obtain requisite approvals.
- 4) Secure related local council approval(s) to ensure the successful completion of Logan Shores development.
- 5) Proactively formulate recovery plans and take corrective actions for all issues pertaining to the project.
- 6) Develop and execute sales and marketing strategy.
- 7) Obtain and secure project funds and budget management.
- 8) Undertake quality assurance and risk management.
- 9) Ensure project completion and handover.

#### **b) Other JAPL's matters:**

- 1) Explore and evaluate property development and investment opportunities in Australia.
- 2) Develop proposal(s) and related agreement(s) for potential collaboration and investment opportunities in Australia.
- 3) Undertake feasibility studies and market research for potential projects in Australia.
- 4) Develop and monitor JAPL's Business Plan including financial, development and its phasing strategy.
- 5) Execute related agreement(s) with potential investor / business partner on the identified projects.
- 6) Prepare operationalization and activation strategy for JAPL in Australia.
- 7) Liaise with Company Secretary, Accountant dan Tax Consultant on operational matters.
- 8) Maintain good rapport and establish ongoing engagements with all level stakeholders.
- 9) Coordinate and liaise with consultants, agents, bankers and all stakeholders to obtain requisite approvals.
- 10) Proactively address areas of concern and take corrective actions for all initiatives under implementation.

### **Key Activities:**

- 1) Formulate, update and monitor of JAPL's Business Plan and OKR set.

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- 2) Develop detailed feasibility study (FS) for each identified projects and to validate all assumptions made.
- 3) Liaise with finance and all related department/JLG subsidiaries, in order to consolidate the FS at the company level.
- 4) Initiate the process and manage the paperwork / proposal papers in securing related approval from the Management.
- 5) Initiate the process and manage the agreements in securing related from the Management and investors / partners.
- 6) Oversee project timeline, cash flow and quality to ensure successful delivery of projects.
- 7) Manage schedule of initiative/project deliverables in line with development strategy/ contract provision.
- 8) Manage procurement and tendering exercises of consultants/vendors/service provider for approval.
- 9) Ensure project execution in compliance with contractual terms, policies and procedures.
- 10) Proactively addresses areas of concern and takes corrective actions for all projects under implementation.
- 11) Maintain good rapport and establish ongoing engagements with all level of stakeholders (Australia & Malaysia)
- 12) Exercise good corporate governance and drive execution excellence and achieve quality standards, risk management and compliance with the Company/ Department's SOP and GALOA.
- 13) Perform any other duties as directed by the General Manager of Strategic Ventures from time to time.