

JOB DESCRIPTION

Job Title	Manager/Senior Manager - Leasing	Department / Function	Retail Leasing Services
Reporting Manager	AVP - Leasing	Location	Hyderabad
Duties & Responsibilities			
<p>Summary - Drive revenue maximization and achievement of optimum occupancy level for the Site through an effective leasing strategy designed to achieve the right/ planned tenant mix and target business plan and revenue generation through sale of advertising space on the various kiosks.</p> <p>Key Responsibilities</p> <ul style="list-style-type: none">• Formulate the leasing strategy and develop the leasing plan for the Site based on market intelligence and finalize the same with the Head - Leasing• Formulate the zoning plan and the brand/ product category mix based on target customer segment, market positioning, lay-out of the site etc• Finalize the mall occupancy target to be achieved for revenue maximization and plan for optimum vacant space for premium leasing.• Formulate a comprehensive database of potential clients based on zoning plan, available market data, targeted product categories/ brands.• To bring in new categories & brands and ensure that the right brand mix is maintained• Develop good working relationship with retailers / brands and understand / resolve their queries and drive closure of deals in a timely and effective manner.• Ensure that all the terms incorporated in the agreements are unambiguous and as per agreement are documented in a legally acceptable format.• Oversee the process of lease administration and renewal of contracts.• Monitor adherence of all clients to the payment schedule and resolve any issues related to non-payment and delays in payment.• Oversee the timely completion of formalities, obtaining of license/ permissions, fit-outs and operationalization of retail stores for the brands.• Review the leasing tracker and mall occupancy / vacancy report on a regular basis.• Establish special kiosks in common areas of the mall during festive occasions and holidays to attract more customer and identify suitable new locations for permanent / temporary kiosks.			
Skills			
<ul style="list-style-type: none">• Good negotiations skills• Must have excellent communication & presentation skills, a pleasant personality and an analytical blend of mind.			
Education		Budget	Up to 20 LPA