



## Hong Leong International (Hong Kong) Limited

The Group's conglomerate encompasses a wide variety of different businesses, with property being one of the biggest portfolios. Property Arm being one of the largest Property firms headquartered in Singapore and has Real Estate developments and investments globally. Candidate will work for the Hong Kong subsidiary covering the Greater China region and mainly focusing in Mainland China at the moment and further solidify its already highly-reputable international position in the Real Estate Sector. Additionally, the position also will be involved in the positioning and selection of brands for shopping mall and creation of a new hotel brand for the group's portfolio and may be involved in sourcing and feasibility of new investment projects or business development, as well as property management of commercial development. More information can be found in our website: [www.hongleong.com.sg](http://www.hongleong.com.sg).

---

### Strategic Management Executive / Business Management Executive

---

#### Responsibilities:

1. Report directly to Head of Strategic Development ("HSD");
2. Provide support to functions of sales and marketing function;
3. The sales and marketing functions include leasing, sales, strategy, budget, facilitation, etc. And also any other requirements of the management team;
4. Contract facilitation and check and balance headquarter functions of the projects;
5. Approval coordination between project team and headquarters;
6. To work closely with tenants, project team and other vendors and consultants in the property development and marketing cycle;
7. To provide assistance to the approval bodies to set and implement the directives of the projects;
8. To perform any other matters assigned by HSD;
9. Extensive coverage of the development and management of property cycle.

#### Requirements

- Good communication and writing skills of English (IELTS 7.0 or above, or equivalent level) and Mandarin;
- Degree in business discipline (Law, Finance, Marketing, BBA, or related fields) or property development;
- Good law knowledge, especially contract law, will be an advantage;
- Relevant working experience of 0 – 5 years (fresh graduate will also be considered);
- Self-starter, able to independently complete assignments with direction from superior and strong in communication and follow up with related parties;
- Strong attention to detail, able to work quickly and accurately under pressure;
- Able to monitor progress and manage multiple tasks at once while maintaining the set priorities
- Ability to engage with cross-functional teams;
- Proficiency in Word, Excel, PowerPoint & Chinese Word Processing;
- Travel to Mainland China for leasing and other coordination work as necessary.
- Prior exposure in China real estate preferred.

#### Work Status

- Full time, immediate for hire preferred

#### Salary

- Competitive package will be commensurate with qualifications and experience.

|                        |  |                    |
|------------------------|--|--------------------|
| <b>Career Level</b>    | Entry Level  |                    |
| <b>Yr(s) of Exp</b>    | N/A  |                    |
| <b>Qualification</b>   | Degree   |                    |
| <b>Industry</b>        | <u>Property Development</u>  |                    |
| <b>Job Function</b>    | <u>Management &gt; General Management</u><br><u>Property / Real Estate &gt; Others</u><br><u>Sales, CS &amp; Business Devpt &gt; Sales - Real Estate</u> |                    |
| <b>Location</b>        | <u>Wan Chai</u>  |                    |
| <b>Salary</b>          | Salary negotiable  |                    |
| <b>Employment Type</b> | Full Time, Permanent   |                    |
| <b>Others</b>          | Recent Graduate will be considered   |                    |
| <b>Benefits</b>        | Double pay   | Five-day work week |
|                        | Medical insurance  | Performance bonus  |

Interested candidates can send the resume with expected salary to [janicelam@hongleong.com.hk](mailto:janicelam@hongleong.com.hk)

We have no specific deadline, but cutoff date would be Jul 31, 2018 for first batch interview. If there is a suitable candidate in that batch, we wouldn't consider the further received applications.