

STAFF RECRUITMENT REQUEST

Position Title	Manager, Office leasing & budgeting	
Function & Department	Property & Office management	
Reporting to	Property head	Quantity:
Work Location	Ho Chi Minh	
Key Role & Responsibilities	<p>Strategy formulation:</p> <ul style="list-style-type: none"> • Prepare annual Capital Expenditure and GOE budgets. • Find opportunities for cost reduction and optimize utilization. • Strictly comply with company procedures for leasing, compliance... • Draft and propose SOP for smoothly operation. • Control budget and expenditure of renovation projects and maintenance program. <p>Project Management:</p> <ul style="list-style-type: none"> • User requirements gathering including Personal Planning Data (PPD) preparation and sign-off. • Office search & have checklists completion for physical & fire life safety and Lease approval. • Prepare office summary (pro's, con's and recommendation) for users and Property Manager. • Preparation of new lease & renewal documents including scope of works. • Analysis of tenders / lease and negotiations. • Process follow-up tasks, such as authorize payment of office's expenses / retained project fee. <p>Lease administration, maintenance, asset control & office services:</p> <ul style="list-style-type: none"> • Fast preparation of Lease Transaction Memo. • Prepare strategic office maintenance and implementation plan. This plan is cover but not limit to the following: safety equipment, air conditioners, fax machine, generators, speaker system... • Maintain library/database of current office set-up e.g., floor plans, tender documents, warranties, photographs. • Conduct Asset control and inventory. This includes of coding, disposal, moving and acquisition of new asset. • Support to facilities team as required. This will include handling and solving service requests, planning and supervising moves, other jobs as needed. <p>Other:</p> <ul style="list-style-type: none"> • Prepare various regular reports. • Train/ supervise junior staff as required. • Performs other responsibilities and duties periodically assigned by immediate manager in order to meet business requirements. 	
Minimum Job Requirements	<ul style="list-style-type: none"> • Education: University, graduate in Property or Building management, construction or similar areas. • Architecture education is an advantage. 	
	<p>Experience:</p> <ul style="list-style-type: none"> • At least 05 years of experience in real estate, office management, fit out / construction projects. • Managerial experience in office/ facilities management or related roles. 	
	<ul style="list-style-type: none"> • Certificates/ Licenses: Certification in Building Management or Project Management would be beneficial. 	

	Language skills (verbal & written): fluently
	PC skills: Strong office computer efficiency, Ms Project, Sketchup, AutoCAD are beneficial
	Special Skills: <ul style="list-style-type: none"> • Honest, strong team working. • Attention to detail and ability to follow guidelines and procedures. • Active personality: Ability to take initiative. • Ability to make proposals, negotiate with other departments and drive change.