

## JOB DESCRIPTION (JD)

### Sun Life Asia Job Evaluation Process

<b>Date:</b>	April 2026	<b>Manager name:</b>	
<b>Job title:</b>	Manager, Office Leasing and Budgeting	<b>Manager title and GCF level:</b>	Head of Office management
<b>Job level:</b>	5.2	<b>Department:</b>	Office Management
<b>Career track:</b>	Professional	<b>BU/Division:</b>	Sun Life Vietnam/ Office Management

#### Job purpose

Please provide a summary of the purpose and objective of the job.

Provide office leasing, budgeting and property administration solutions to support Property and Corporate Security functions, including office setup and renovation, maintenance, lease portfolio management, asset management and property insurance administration, in accordance with company guidelines and service level agreements. The role is accountable for **planning, coordinating, executing and controlling** office leasing, renovation and maintenance activities, ensuring effective cost management, operational continuity and compliance, while supporting the company's business strategy and operational objectives within approved frameworks.

#### Major accountabilities

Identify 5-6 major accountabilities of the job (not the employee). Describe these accountabilities by what is to be accomplished, how and why. Use action verbs to begin each sentence. Avoid the use of acronyms. Include the approximate percentage of time spent on each accountability. The percentages below should sum up to 100.

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<p><b>1. Budgeting &amp; Cost Control</b></p> <ul style="list-style-type: none"> <li>• Prepare annual Capital Expenditure and General Operating Expense budgets for assigned offices/zones based on approved planning assumptions.</li> <li>• Monitor, control and reconcile renovation, leasing and maintenance expenditures against approved budgets.</li> <li>• Analyze cost drivers, identify cost optimization opportunities and provide recommendations to the Head of Office Management.</li> </ul> <p>Track budget utilization and support regular financial reporting and variance explanations.</p>	25%
<p><b>2. Lease Administration &amp; Transaction Support (30%)</b></p> <ul style="list-style-type: none"> <li>• Manage administration of office lease contracts, including expiry tracking, renewals, rent reviews and related documentation.</li> <li>• Coordinate lease transactions, including due diligence reviews and preparation of Lease Transaction Memos for approval.</li> <li>• Audit lease files to ensure compliance with company policies, procedures and contractual requirements.</li> </ul> <p>Liaise with landlords, building management teams and brokerage firms to ensure timely execution and issue resolution.</p>	30%
<p><b>3. Renovation, Maintenance &amp; Asset Coordination</b></p> <ul style="list-style-type: none"> <li>• Coordinate office renovation and fit-out projects from planning through completion, ensuring scope, timeline and cost adherence.</li> <li>• Monitor office maintenance programs to ensure service quality, safety and operational standards are met.</li> <li>• Maintain updated asset lists and fit-out cost records by location; coordinate quarterly updates with insurers.</li> </ul> <p>Support insurance claims related to lost or damaged assets, when applicable.</p>	20%
<p><b>4. Policies, SOPs &amp; Compliance Support</b></p> <ul style="list-style-type: none"> <li>• Draft, review and propose Standard Operating Procedures related to office leasing, budgeting and property administration.</li> <li>• Support implementation of approved SOPs and internal control requirements.</li> <li>• Provide required documentation and explanations for internal or external audits</li> </ul>	15%
<p><b>5. Reporting, Coordination &amp; Other Duties</b></p> <ul style="list-style-type: none"> <li>• Verify and consolidate periodic lease, expense and property-related reports.</li> <li>• Support facilities operations by coordinating service requests, office moves and related activities.</li> <li>• Perform other duties assigned by the immediate manager to meet business requirements.</li> </ul>	10%

#### Specialized knowledge

List specific types of technical or professional skills and knowledge required for the job.

<ul style="list-style-type: none"> <li>• Knowledge of office leasing, budgeting and property administration practices.</li> <li>• Strong planning, organization and execution skills with attention to detail.</li> <li>• Ability to analyze costs, prepare reports and make practical recommendations.</li> <li>• Good interpersonal, communication and coordination skills.</li> <li>• Ability to manage multiple tasks and work independently under established procedures.</li> </ul>
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- High integrity, teamwork mindset and compliance awareness.
- Proficient in English for business communication.

#### Problem solving

*Outline problem solving requirements in terms of how standardized, varied, complex and interdependent problems and issues are typically faced by this job. Provide examples if necessary.*

- Handle **moderately complex, non-routine issues** related to leasing administration, budget variances, vendor performance and operational constraints.
- Apply professional judgment within established policies, procedures and approval limits. Escalate exceptions, higher-risk matters or policy deviations to the Head of Office Management.

#### Education and experience

*Indicate the minimum education level and years of relevant experience required to perform the work. Include specific professional designations, licenses, registrations, if applicable.*

- University degree in Property Management, Economics, Business Administration or related fields.
- Minimum **5–7 years** of relevant experience in office leasing, facilities budgeting or property administration. Financial or hospitality background is an advantage.

#### Communication scope

*Identify the level and nature of internal and external contacts with whom this job must interact regularly. Describe the reason and frequency of their communication.*

##### Internal (≈60%)

- Regular coordination with Property, Corporate Security, Facilities and internal stakeholders regarding leasing, budgeting and office-related matters.
- Provide updates and reports to the Head of Office Management to support decision-making.

##### External (≈40%)

Ongoing interaction with landlords, real estate agencies, brokers, insurers and vendors to manage leases, costs and services

#### Management scope

- **Direct reports:** 0
  - **Total staff managed (direct & indirect):** 0
- Coordinates and guides vendors, brokers and service providers for assigned activities.

#### Metrics (if applicable)

Finance metrics (revenue, budget managed, etc.):

Sales metrics (type and amount): none

Other metrics (specify):

Travel required (express as % of working time): none

Prepared by:	Le Thi Xuan Thao	Date:	15 April 2026
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Approved by:		Date:	
<b>For HR Use Only</b>			
Handled by:		Date:	15 April 2026
Job profile:		Job category:	
JAR #:			