



Ref No : Mktg/1C/AVP (Commercial)

Page : Page 1 of 2

Date : 26<sup>th</sup> July, 11

## JOB DESCRIPTION

Prepared by: Commercial Properties

Approved by: Commercial Properties/TC

<b>Position</b>	: Associate Vice President – Commercial Properties	
<b>Department</b>	: Mktg, Sales & CC	<b>Cell</b> : Sales (Commercial Properties)
<b>Location</b>	: Corporate Office	<b>Reports To</b> : Executive Vice President - Sales (Commercial Properties)
<b>Peer To:</b>	: Associate Vice President	<b>Direct Reports</b> : <input type="checkbox"/> Yes

### Job Purpose

To be responsible for strategizing & execution of transactions for the Commercial real estate vertical

### Job Duties and Responsibilities

- Leasing of Commercial space in IT/ Commercial projects
- Lead Generation, Evaluation of lease offers, Negotiating terms & rentals, and deal closure
- Trend Analysis and Market Research – Complete scan on Commercial formats, competition, existing and upcoming Commercial developments, regulatory framework, local laws and Commercial procedures.
- Maintaining constant contact with brokers, consultants, tenants to ensure timely execution of leases, amendments, temporary leases and terminations if required.
- Co-ordinate with internal departments for driving leasing activities.

### Interactions

- **Internal Interactions**  
Marketing, Customer Care, Legal
- **External Interactions**  
Clients, Channel Partners

### Competencies

- Experience in the leasing department of Commercial space.
- Excellent communication, presentation and coordination skills.
- Well versed with Financial Spreadsheets.
- Excellent Leasing and Negotiation Skills.
- Strong understanding of Legal aspects of Commercial properties.
- Pro-active and Team Player.
- Industrious and Goal Oriented.



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### **Job Requirements**

Educational Qualification : PG / MBA – Marketing

Work Experience : 10 plus years

Special Requirements : Minimum 5 years Commercial leasing is a must.