

JOB DESCRIPTION

Prepared by : Commercial Properties

Approved by : Commercial Properties/TC

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

Job Purpose

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

Job Duties and Responsibilities

- Leasing of Retail space in Malls/ Retail components in commercial projects.
- Lead Generation, Evaluation of lease offers, Negotiating terms & rentals, and deal closure.
- Trend Analysis and Market Research – Complete scan on Retail formats, competition, existing and upcoming Retail developments, regulatory framework, local laws, Retail 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 Retail space.
- Excellent communication, presentation and coordination skills.
- Well versed with Financial Spreadsheets.
- Excellent Leasing and Negotiation Skills.
- Strong understanding of Legal aspects of Retail properties.
- Pro-active and Team Player.
- Industrious and Goal Oriented.



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

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Date : 26th July, 11

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Job Requirements

Educational Qualification : PG / MBA – Marketing

Work Experience : 10 plus years

Special Requirements : Retail leasing experience is a plus.