Tenancy Administration Officer

TAI HUNG FAI ENTERPRISE CO. LTD.

Company	Tai Hung Fai Enterprise Co Ltd
Location	Admiralty, Central and Western District
Job category	Administration (Real Estate & Property)
Employment type	Full time
Source status	Posted 2 days ago

Responsibilities

- Manage and coordinate tenancy administration activities for a diversified property portfolio
- Build and maintain positive tenant relationships through responsive communication and quality customer service
- Prepare and administer tenancy-related documents, billing records, invoices, and receipts with a high level of accuracy
- Provide support and assist Leasing Team on daily operation for a portfolio of premises
- Arrange maintenance works by liaising with inhouse property management team
- Maintain tenancy databases and generate reports to support operational efficiency and management review
- Undertake administrative duties and ad hoc assignments as required
- Occasional outdoor duty may be required

Requirements

- Fresh graduate or 1 - 3 years' working experience, preferably in property leasing field
- Diploma or degree in Business Administration with focus on Real Estate Management or property related disciplines
- Proficient with Microsoft Office applications (e.g. Words, Excel, knowledge of Flex-system is an advantage)
- Well-organized, detail-minded, stable, positive, able to work independently and a good teamplayer
- Good presentation, negotiation and interpersonal skills with outgoing personality
- Good command of written and spoken Chinese and English; Sensitive to numbers
- Immediate available is preferred

Application Information

A competitive remuneration, benefits package and training program will be offered to the right candidate. Interested parties may send your resume, expected salary and contact details to rose.chan@thf.com.hk.

Personal data collected will be treated in strict confidence and will be used for recruitment purpose only. Applicants who are not invited for interview within 2 months may consider their applications unsuccessful. All data of unsuccessful applications will be destroyed after 6 months.

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