

# Hongkong Land Limited

## Lease Administration Officer

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**Located:** WFJ Project– Beijing Office  
**Reports to:** Senior Asset Manager, WFJ Asset Management  
**Staff Managed:** None

**The Role includes:**

- Provide lease administration support to Asset Management Team, overview and execute WFJ lease administration activities according to company policies and procedures in timely and proper manner
- Coordinate and follow-up with internal and external parties for all lease-admin related issues as well as maintain systematical filing system;
- Participate and assist the development and implementation of Leasing Management System (LMS)

**Key accountabilities:**

- Proper execute lease administrative works such as prepare fact sheet, floor plans with AutoCAD system, lease documents, tenancy requisition from (TR Form), computer input forms, tenancy information update and authority memo (if necessary).
- Responsible for settlement of deposits, calculation of stamp duty, registration fees and prepare document for Land Registration.
- Complete and issue weekly/monthly reports such as Weekly Transaction Report, Leasing Progress Report, Weekly Vacancies Report, Monthly Transaction Report for Accounting Services (AS) with accuracy and timely manner.
- Assist to monitor the status of credit control, report to Asset Management Team and liaise with tenants/communicate with other concerned departments for uncertain accounting issues.
- Prepare standard notices such as variation of Government Rates, Management Charges, Promotion Charges, Car Parking fees and monthly licence fees to tenants if necessary.
- Prepare turnover rent analysis summary and issue Demand Notes/Receipts.
- Prepare Handover/Takeback form.
- Report to Asset Management Team of outstanding documentation, security deposit and lease execution status.
- Closely communicate with Property Management (PM), Financial Control Compliance (FCC) /Accounting Services (AS) on all lease-admin related issues.
- Assist and prepare appropriate lease related documents for annual audit if required.
- Carry out ad hoc assignments when required

**Requirements**

- Degree in Business or property-related disciplines

- At least 2 years experience in office / retail / residential leasing or property market, preferably gained from property developer / agency
- Experience in leasing portfolio will be definitely an advantage
- Experience coordinating commercial offer letters, contracts & agreements and lease documents
- Strong verbal and written communication skills in Chinese and business English
- Excellent computer skills (Microsoft Word, Excel, Powerpoint, AutoCAD, Chinese Wordprocessing)
- Diligent, thorough and with a keen attention to detail
- Adaptable and enthusiastic