

# EMPLOYMENT ADVANCEMENT OPPORTUNITY

## Leasing Administrator

Applications are invited from suitably qualified and experienced candidates for the above position reporting to the Leasing and Tenancy Manager and based on Level 1 BSP Life Centre, Thomson Street, Suva.

### Job Summary

The primary purpose or role of the Leasing Administrator is to assist in the overall management of BSP Life (Fiji) Limited's property portfolio using best practices standard. The main focus is through improvement in the management of leases and related initiatives to ensure the return on capital investment is adequate. This is achieved through research and analysis in respect to particular property interests for investment or occupancy cost purposes

### Key Responsibilities

- Contribute to the function and operation of high performing teams.
- Maintain the relationship with tenants by the management of individual leases through transparent processes and attending to tenants' requests and complaints promptly and efficiently.
- Facilitate and manage the leasing process including calling for expressions of interest, negotiating terms & conditions, rental management, lease renewals and exit processes.
- Regularly review all leases and rates to ensure that terms and condition are complied with.
- Negotiate, formalise and manage contracts.
- Consult and liaise with internal and external parties on specific works/projects or initiatives to ensure timeframes, costs and deadlines are achieved.
- Maintain compliance with legal and statutory requirements in relation to contract related issues.
- Provide timely reports on property performance.
- Monitor and administer budgetary expenditure.

### Knowledge, Skills, and Qualifications

- Tertiary qualified with a Diploma or Degree in Land Management.
- Minimum 3 years' experience in property management of commercial and residential properties.
- Knowledge of building and property legislations such as Property Laws, OHS legislations and Public Health Act, consumer legislations, etc.
- Sound knowledge of the Fiji Building Code and By- Laws.
- Knowledge and experience in managing contracts.
- The ability to work under pressure and the discipline to work with minimum supervision and to strict deadlines.
- Good time management techniques, with proven planning and organising skills.
- Service MQR – minimum 12 months' service with current substantive position.

Please call the Peoples and Culture team via telephone number **331 7000** if you have any questions.

Applications close at **4pm on 6 March 2025**.