



## **POSITION DESCRIPTION**

**POSITION TITLE** : RPM Administrator /K6003  
**DEPARTMENT** : Retail Property Management Group  
**CLASSIFICATION APPROVED BY** : HRD

### **REPORTING RELATIONSHIPS**

**POSITION REPORTS TO** : RPM Supervisor  
**POSITIONS SUPERVISED** : Nil

### **POSITION PURPOSE**

Be responsible for the effective management of all the administration and support for RPM Group.

### **ESSENTIAL FUNCTIONS AND BASIC DUTIES**

- Provide Administrative Support
  - Undertake specific administrative projects.
  - Prepare and maintain departmental files including filing of below in accurate and timely manner;
    - Meetings
    - Lease agreements
    - Offers
    - Contracts
- Ensure the site development activities are updated and maintained
  - Prepare new location files
  - Maintain communication and correspondence for each site in the pre-contract phase in timely and professional manner.
  - Prepare new store contracts and manage rental deposits and payments
  - Receive and process signed rental agreement
  - Hand over lease agreement to finance
- Effective communication
  - Maintain effective communication internally and externally in respect of all activities allocated
- Operations and analysis
  - To set up and maintain;
    - BD Database: Complete accurate and clear information on all KOJ property within the Group.
    - Renewal Log: Log of all current lease agreements, along with a system to notify us at agreed given periods of time that the lease will expire. Managing the follow up with mall management to ensure renewals are received and notify the management of any areas of concern.
    - Rent Trackers: a comprehensive file that tracks all rentals for all locations along with KPI
    - Security Deposits: Generate and maintain Security Deposits Tracker to ensure all paid amounts will be recovered on the lease expiry.
    - Ensure all cheques or documents are completed correctly and returned signed to the appropriate mall before the deadline.



**PERSONAL CHARACTERISTICS:**

- Initiative
- Energetic
- Positive
- Results Driven

**PERFORMANCE MEASUREMENTS**

- Completed contract and contract renewals according to departmental benchmark
- Well organized and structured departmental processes
- Well manage administrative environment
- Proactive support through data analyses and calendar management for the team for the financial year
- Meeting all required and assigned deadline

**QUALIFICATIONS\REQUIREMENTS:**

- Diploma or university degree
- Minimum 5 years experience and proven administrative track record preferably with leasing or retail background.
- Advanced MS Office Skills.

**COMPETENCY REQUIREMENTS**

**(Refer to KOJ Competency Dictionary for a detailed breakdown of your competency requirements)**

- Drive for Results - 2
- Customer Focus - 2
- Integrity and Trust - 2
- Team Work - 2
- Job Knowledge - 2
- Valuing Diversity - 2

**Department Head:** .....

**Employee:** .....