



POSITION DESCRIPTION

POSITION TITLE : RPM Coordinator/K6009
DEPARTMENT : Retail Property Management
CLASSIFICATION APPROVED BY : HRD

REPORTING RELATIONSHIPS

POSITION REPORTS TO : Regional RPM Manager/Group RPM Manager
POSITIONS SUPERVISED : Nil

POSITION PURPOSE

Be responsible for the effective management of all the administration and support for the Retail Property Management Department.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

- Provide Administrative Support
 - Undertake specific administrative projects as directed.
 - Prepare and maintain departmental files including filing of below in accurate and timely manner:
 - Announcements: Prepare and send to the relevant teams.
 - Meetings: arrange for meetings when directed.
 - Monthly reports: produce a monthly report to highlight the high-level achievements against the pre set targets.
 - Lease agreements: keep SAFELY in categorized and indexed order.
 - 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.
 - Offers/MOU: verify approve from RPM Manager and execute.
 - Rent trackers: a comprehensive file that tracks all rentals for all locations along with KPI.
 - RPM data base: Complete accurate and clear information on all KOJ Retail property within the Group.
 - Rent reduction tracker.
 - Approved IRR's.
 - 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, and insure KOJ receives the payment receipts against those payments along with lease copy within 2 to 3 working days from the time it was submitted to the mall.
- 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 copies of lease agreements to relevant departments.
- Effective communication
 - Maintain effective communication internally and externally in respect of all activities allocated



- To foster good relationship amongst stakeholders
- Sent the relevant notifications for any of the below when needed:
 1. Commercial terms change (rent, deposit, and number of payments or tenure).
 2. Mall/project delay.
 3. Unit detail change (size, location or shape).
- Travel & Hotel Arrangements
 - Travel bookings (business and vacation travel), amendments/ follow ups and updates, endow with other arrangements required related documents to travel like visas, mobile, car hires, and airport pickups, conference service and staff profiles updates with travel agent, travel Insurance and *Marhaba* service. Negotiations and Reservations with Hotels Overseas for corporate rates and also liaising with Finance Department for Travel Analysis, hotel statement, travel fares & travel agent statements, Arrangements for External Meeting & Conferences.

PERSONAL CHARACTERISTICS:

- Initiative
- Energetic
- Positive
- Results Driven
- Analytical

PERFORMANCE MEASUREMENTS

- Executed lease agreements and lease renewals according to departmental benchmark
- Well organized and structured departmental processes and filing.
- 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: