

Lease Administrator – Maerua Retail and Commercial Node Oryx Properties Limited – Windhoek

Position Overview

The Lease Administrator : Maerua Retail and Commercial Node will report to the Property Manager and be responsible for the end to end process of the lease life cycle (origination, renewal, termination). The Lease Administrator works closely with all tenants and also internal departments such as debtors, marketing, asset management, finance and recoveries.

Essential Job Functions

Offers to lease:

- Upon instruction to do so, complete offer to lease templates in line with approved process. Follow up on offers and ensure that tenants accept offers.
- Draft lease and ensure signing of leases (in line with approved templates).
- Refer all non-standard offer and lease clauses which can't be resolved to the Property Manager for further input and negotiation.
- Ensure that all terms of the lease is correctly captured on the system and kept up to date from time to time.
- Maintain and organize all physical and digital lease documents.
- Ensure that all terms precedent to the lease is adhered / complied with. The lease administrator is responsible to liaise with all parties concerned in ensuring that the lease terms are in place.
- Conduct regular internal lease audits to ensure accuracy in billing.
- Responsible to ensure that all area certificates are up to date and that billing of tenants are in line with the latest updates.
- The lease administrator serves as the primary contact for all lease related matters.
- Address all tenant queries including lease renewals, terminations and other rent related requests.
- Preparation of reports for the Property Manager.
- Assist with development of sales and leasing plans in conjunction with the property and portfolio managers to identify new clients and negotiate with prospective tenants to maximize income in line with the business plan,
- Ad hoc requests relating to non-GLA income as well as parking, advertising etc.

Requirements

- Minimum of Grade 12
- Preferably a post-graduate qualification in Property related field or Finance OR 1 - 3 experience in leasing or Property Management
- Strong negotiator
- Excellent written and verbal communication skills
- Energetic, enthusiastic and dynamic individual
- Ability to multi-task and work in a methodical manner
- Good interpersonal and problem-solving skills
- High tolerance for stress
- Customer and quality focused

This is not a comprehensive job specification and may be changed at any given time.
Kindly submit your CV via e-mail to hr@oryxprop.com.na by no later than 28 February 2025

*Please take note that only shortlisted candidates will be contacted

*Candidates not meeting the minimum requirements will not be considered