

Retail Real Estate Manager

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Company: Luxasia Group

Location: Daerah Khusus Ibukota Jakarta

Category: sales-and-related

LUXASIA is the leading beauty omnichannel distribution platform of Asia Pacific that has successfully enabled brand growth for more than 120 luxury beauty brands. Our integrated brand-building capabilities include luxury retail, online commerce, consumer marketing, and supply chain management. Since 1986, the company has partnered the world's finest brands, such as Aveda, Bvlgari, Calvin Klein, Diptyque, Hermes, La Prairie, Montblanc, and SK-II. We have also established Joint Ventures with the likes of LVMH Group, Elizabeth Arden, Puig, Yves Rocher, and By Terry. At the core of our business is a diverse and dynamic #OneTeam of 2000 talents that shapes the face of luxury beauty, and delights consumers daily across our growing footprint of 15 markets. Come join us now. Why Join Us? At LUXASIA, we believe there is beauty within every talent - that is you. We grow you by building your competencies and unleashing your potential. We have curated a vast portfolio of over 100 luxury brands across Asia Pacific, and growing. Your work will enrich the lives of millions of consumers across the region. With us, you get to be an entrepreneur, running the business like it is your very own. We give you the autonomy but not without guidance and genuine care. We are a diverse and inclusive team that is courageously innovative. Together as #OneTeam, we celebrate differences, embrace change, explore new ideas, take risks, fail fast, and drive results. While challenges at work are inevitable, the journey promises to be fulfilling. With LUXASIA, an exciting career filled with robust professional growth awaits you. Isn't that beautiful? Description of Duties: FACILITIES MANAGEMENT Be the representative of company in managing existing retail space (boutiques) by identify maintenance issues and capital needs that affect boutiques and store security and safety; coordinate responses to

identified needs. Perform site visit of each property regularly including walking exterior grounds, vacant units and common areas. Review and plan long-term maintenance programs for each property including building systems and other components, building envelope, etc. with the property manager, and the asset and facilities team to ensure structural integrity. Monitor and track unit turnover and service requests for timeliness and positive property conditions. Negotiate service contracts with vendors Respond to after-hour emergencies that may require management oversight. **PROPERTY OPERATIONS MONITORING** Meet with property managers and maintenance regularly to ensure company received supports, while also monitoring that the property is on track fiscally, in compliance with all contract obligations, and that the facility is kept in good repair. Be representative of company to raise complaints to building management, solve issues promptly and seek resolution. **FISCAL MANAGEMENT** Being in charge of the company to monitor rent rates increase, review delinquencies to ensure profitability for company in every retail building spaces and identify appropriate action steps. Ensuring company to get best rate of rent in all store and buildings Assist accounting dept. with annual audits as needed. **COMMERCIAL SPACES** Be the eyes of company to view and analyst market spaces and negotiate leases for company commercials spaces. Work with building management as needed on lease, company retail expansion, rent rates, or building issues. • Bachelor's Degree in Civil / Engineering / Architecture • Minimum of 10 years of experience in Property Management sector with 5 years of experience as Director / General Manager overseeing the operation of a mixed-use • Ability to communicate effectively both orally and in writing. • Strong supervisory skills: hiring, coaching, training and evaluating. • Experience working with ethnically and economically diverse people. • Support and contribute to a creative, collaborative and respectful environment that promotes teamwork. • Demonstrates the necessary attitudes, knowledge and skills to deliver culturally competent services and work effectively in multi-cultural situations.

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