THE FULLERTON
HOTELS AND RESORTS

Leasing Executive
The Fullerton Hotel Sydney - Australia

As a **Leasing Executive** at Fullerton Hotel Sydney, you will be responsible for overseeing and managing the hotel's in-house retail leasing. You will work closely with tenants, ensuring our retail spaces reflect the prestigious Fullerton brand and contribute to the overall guest experience. A key aspect of this role is managing lease contracts and fostering long-term relationships with retail partners.

JOB RESPONSIBILITIES

- Manage retail leasing within the hotel, including negotiations, renewals, and leasing administration.
- Manage tenant relationships and ensure all lease contracts, renewals, and terminations are executed accurately. Oversee retail space fit-outs, maintenance requests, and provide high-quality service throughout.
- Conduct site visits and open inspections for retail spaces.
- Build and maintain strong relationships with tenants, ensuring a high standard of service.
- Collaborate with the hotel's operations team to ensure seamless integration of retail services.
- Maintain up-to-date records and provide regular reports to management.
- Proactively manage tenant issues and requests, ensuring a high level of tenant satisfaction and compliance with lease terms.

JOB REQUIREMENTS

- Full working right in Australia
- A current Certificate of Registration or relevant Real Estate License.
- Proven experience in retail leasing, Hotel's property management, or a related field.
- Advanced proficiency in Excel and PowerPoint, with the ability to create detailed reports, presentations, and data analysis.
- Strong contract management skills with a keen eye for detail.
- Excellent communication, negotiation, and relationship management skills.
- A customer-focused mindset with strong attention to detail.
- Ability to thrive in a dynamic, fast-paced environment.
- Strong organizational and problem-solving skills.

To apply for the above position, please send your full resume to fsy.talent@fullertonhotels.com.