

Job Description

Position:	Assistant Manager
Reports to:	Director
Direct Reports:	N/A
Location:	Hong Kong

NEWMARK:

About Newmark (Nasdaq: NMRK)

Newmark Group, Inc., together with its subsidiaries (“Newmark”), is a world leader in commercial real estate services. Our Retail Real Estate departments provide strategic advice to some of the most well known brands in the world, including the LVMH group, Richemont, LuluLemon and others.

JOB DESCRIPTION / PURPOSE:

Newmark is a Real Estate services company looking to expand in Hong Kong. Newmark are looking to hire someone with a keen interest in retail and fashion. The position will focus on working with the Head of Department, providing real estate advice for retailers looking to expand in Hong Kong and APAC.

ESSENTIAL DUTIES:

- Assist in formulating and executing strategic retailer real estate plans for existing and new clients
- Work with the team to develop and execute client strategy and platform strategy
- Manage commercial property leasing transactions
- Promote and market both Company and Real Estate Solutions to clients
- Be part of a dynamic market leading team

EXPERIENCE:

- Previous work experience in the retail sector preferred

SKILLS

- Good communication and strong interpersonal skills
- Self-motivated, proactive, and goal-oriented
- Able to perform under pressure
- Proficient in MS Word, Excel and PowerPoint
- Good written and spoken English and Cantonese

WHAT WE OFFER:

- Fast paced working environment
- Entrepreneurial and supportive team
- Competitive salary
- Commission

TO APPLY:

- Please send your CV and an introductory email to james.bradstreet@nmrk.com and james.catterall@nmrk.com

NOTE:

The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified.

Newmark is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, colour, religion, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state, or local law.