

SHKL - Management Trainee – Hong Kong Office Leasing

Location: Central

Savills is a leading global real estate service provider listed on the London Stock Exchange. The company, established in 1855, has a rich heritage with unrivalled growth. It is a company that leads rather than follows and now has over 600 offices and associates throughout the Americas, Europe, Asia Pacific, Africa and the Middle East. We require high calibre individual to join us for the following position:

Responsibilities

- Sourcing for office clients and provide services according to their needs
- Liaising with and advising clients on the office leasing issues such as lease renewal / rent review
- Arranging office inspection and negotiate terms of tenancy agreement
- Participating in sole agency instructions / projects

Requirements

- Bachelor Degree in Marketing, Real Estate or related discipline
- Outgoing and aggressive personality with good negotiation and communication skills
- Excellent Command in spoken and written English and Chinese
- Fluency in Putonghua is an advantage
- MS Office and Chinese word processing proficiency

We offer attractive remuneration and excellent prospects for the right candidate. Please apply in writing with full resume and salary expected to:

Human Resources Director
Savills (Hong Kong) Limited - EA Licence: C-002450
Suites 805-13, 8/F
1111 King's Road
Taikoo Shing
Hong Kong

Applications will be treated in strict confidence. Personal data collected will be used for recruitment purposes only.

CONTACT:

Head of Office Leasing
hr@savills.com.hk
Fax:2851 0946

SPML - Property Management Trainee - Property Management

Location: Taikoo

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Responsibilities

- We offer Property Management Trainee programme aims at developing talent to take up managerial position in the company. You will receive intensive on-the-job and management training that involves attachment to various departments within the Company in order to gain an understanding of all aspects of the business.

Requirements

- Degree holder in business administration, marketing, management, hospitality, languages, surveying, real estates or property related studies
- Excellent command of both spoken and written English and Chinese
- Well organized, dedicated and eager to learn
- Presentable with good communication, interpersonal and problem solving skills
- Experience in property related industry will be an advantage

We offer attractive remuneration and excellent prospects for the right candidate. Please apply in writing with full resume and salary expected to:

Human Resources Director
Savills Property Management Limited - C-002955
Suites 805-13, 8/F
1111 King's Road
Taikoo Shing
Hong Kong

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CONTACT:

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Fax:+852 2851 0946