

JOB DESCRIPTION

Position: Real Estate Executive

Dept: Kowloon Office Service

Location: Kowloon Office

Company Description

Knight Frank LLP is the leading independent global property consultancy. Headquartered in London, Knight Frank operates from 523 offices, in 60 markets, across six continents. More than 18,000 professionals handle in excess of US\$1.57 trillion (£1.12 trillion) worth of commercial, agricultural and residential real estate annually. Knight Frank also has a strong presence in the Greater China property markets, offering high-quality professional advice and solutions across a comprehensive portfolio of property services. Our Hong Kong business was established in 1972. Since then we have expanded to provide complete coverage across Greater China. We now operate offices in Hong Kong, Beijing, Shenzhen, Shanghai, Guangzhou, Taipei and Macau. With over 40 years' local experience, Knight Frank is one of the leading providers of property-related services in Hong Kong and China. Advising clients ranging from individual private investors, clients and homeowners to major developers and investors, we put **teamwork, innovation** and our **passion** for property at the heart of everything we do, striving to go the extra mile to exceed our clients' expectations. For further information about the Company, please visit knightfrank.com.hk.

Kowloon Office Services Team

Kowloon Office Services focuses on providing multinational companies advisory services and transaction services for their office lease matter – including but not limited to assisting on their renewal, relocation, lease restructure, rent review assignments etc. Kowloon Office Services Team is a market leading service provider in this sector and we continue to grow fast with lots of opportunities for people who are looking for an exciting and rewarding career – the current team comprises mostly of members below 30 years old but the results achieved collectively is among the top ranks in the industry.

With the Government's planning of more and more commercial lands located in Kowloon side, the business specializes in this territory and continues to offer vast business opportunities for us. We keep on expanding and are now looking for more passionate talents to join this team-based platform to achieve more successes together.

Job Summary

The candidate will be required to assist in prospecting and providing strategic real estate advice to clients in the Kowloon office leasing sector. In particular, the candidate will be required to assist in generating, developing and leading new businesses for the department, managing transactions and advising real estate strategies for tenants in the office market particularly within the Kowloon region. There will also be a lot of involvement in developing strategies for our clients regarding their real estate plans. The job is rewarded with a lot of opportunities to grow and expose to various clienteles, building up of your own reputation in the industry and establishing wealth that links with the effort and contributions.

Responsibilities

- Identify and prospect new clients via different channels including making cold calls
- Assist on analysing and evaluating scenarios and options for clients, by means of various tools and templates
- Assist on the formulation and execution of strategic real estate plan for the clients
- Assist on the marketing of the company & the department to landlords and clients
- Work with senior members to develop and execute client strategy and internal growth strategy

Requirements

- Good communication skills, including the capability to master at least Chinese (verbally Cantonese and written Chinese) and one other foreign language (e.g. English or Japanese etc)
- Good computer skills for the purpose of analyzing and evaluating data (Powerpoint and EXCEL a must)
- Good time management, stress management and positive thinking
- A team player and can pro-actively work with other team members
- EAA license holder preferred but not a must
- Experience in real estate preferred but not a must

Are you the One? Please send your Resume to Steve Ng: steve.ng@hk.knightfrank.com