

## Job Description

Titles	Description
<b>Job Title</b>	Manager – Office Leasing
<b>Department</b>	Sales & Business Development
<b>Company Name</b>	A Leading Real Estate Consultant
<b>Location</b>	Gurgaon
<b>Company Overview</b>	Join a premier Real Estate Consultancy firm with a legacy of 20+ years in the Delhi NCR market. We specialize in providing end-to-end solutions for commercial assets, including strategic leasing, asset management, and transaction advisory. We are hiring an experienced Office Leasing Manager to lead leasing operations for Grade-A commercial office assets across NCR, playing a pivotal role in driving revenue and client success.
<b>Job Summary</b>	We are seeking a dynamic, self-motivated, and results-oriented Office Leasing Manager to oversee the leasing of commercial office spaces for our clients. The ideal candidate will possess deep market intelligence, strong negotiation skills, and a proven track record of closing transactions with corporate tenants. This role is critical in maximizing occupancy, optimizing rental yields, and maintaining long-term relationships with occupiers and landlords.
<b>Key Responsibilities</b>	<ol style="list-style-type: none"> <li>1. <b>Develop and execute leasing strategies</b> for a portfolio of commercial office assets (Grade-A towers, IT parks, and corporate parks) across Delhi NCR;</li> <li>2. <b>Identify and target potential corporate tenants</b>, including MNCs, domestic corporations, co-working operators, and GICs (Global In-house Centers);</li> <li>3. <b>Negotiate lease agreements</b> and term sheets, ensuring favorable terms that balance client (landlord) objectives with market realities;</li> <li>4. <b>Conduct market research</b> to track office space absorption, vacancy trends, rental benchmarks, and competitor activities in key micro-markets (Gurugram, Noida, Delhi);</li> <li>5. <b>Build and nurture relationships</b> with occupiers, their real estate consultants, and industry stakeholders (brokers, property managers, legal firms);</li> <li>6. <b>Prepare and present leasing proposals</b>, financial feasibility reports, and market intelligence decks to clients and internal stakeholders;</li> <li>7. <b>End-to-end transaction management</b>, including documentation, lease registration, and handover coordination;</li> <li>8. <b>Address client and tenant inquiries</b> promptly, ensuring high levels of satisfaction and retention;</li> <li>9. <b>Collaborate with the research and advisory teams</b> to provide insights for strategic decision-making on client assets;</li> </ol>

	<p>10. <b>Stay updated on commercial leasing laws</b>, zoning regulations, and industry best practices;</p>
<b>Key Skills</b>	<ol style="list-style-type: none"> <li>1. <b>Market Knowledge:</b> Deep understanding of the Delhi NCR commercial office market, including micro-market dynamics (Cyber City, Golf Course Road, Noida Expressway, Connaught Place), rental trends, and vacancy patterns;</li> <li>2. <b>Sales and Marketing Skills:</b> Proven ability to market office properties to corporate occupiers and consultants, highlighting asset USPs and value propositions;</li> <li>3. <b>Communication Skills:</b> Excellent verbal and written communication to interact confidently with C-level executives, corporate tenants, brokers, and internal teams;</li> <li>4. <b>Negotiation Skills:</b> Strong capability to negotiate complex lease structures, incentive packages, and commercial terms while balancing landlord and tenant interests;</li> <li>5. <b>Relationship Management:</b> Ability to build and sustain long-term relationships with occupiers, consultants, and institutional clients;</li> <li>6. <b>Analytical Skills:</b> Proficiency in analyzing market data, financial metrics (IRR, yields, rental escalation), and lease proposals for informed decision-making;</li> <li>7. <b>Customer Service Orientation:</b> Focus on client satisfaction, ensuring timely responses and seamless transaction experiences;</li> <li>8. <b>Knowledge of Leasing Laws:</b> Familiarity with commercial lease agreements, leave and license laws, and real estate regulations in Delhi NCR;</li> <li>9. <b>Project Management:</b> Ability to manage multiple transactions simultaneously, coordinating with legal, technical, and finance teams;</li> <li>10. <b>Financial Acumen:</b> Understanding of key leasing metrics such as rental values, service charges, CAM, and leasing incentives;</li> <li>11. <b>Problem-Solving Skills:</b> Capability to navigate challenges such as legal hurdles, tenant negotiations, or documentation delays;</li> <li>12. <b>Team Collaboration:</b> Ability to work effectively with cross-functional teams, including research, legal, and client advisory.</li> </ol>
<b>Qualifications</b>	<ol style="list-style-type: none"> <li>1. Bachelor's degree in business, Real Estate, Marketing, or a related field;</li> <li>2. Minimum 5 years of experience in Commercial Office Leasing.</li> <li>3. Candidates with prior experience at a real estate consultancy will be preferred;</li> </ol>
<b>What is offered</b>	<ol style="list-style-type: none"> <li>1. Competitive salary and performance-based incentives;</li> <li>2. Opportunities for professional development and career advancement;</li> </ol>

	<p>3. Health and wellness benefits;</p> <p>4. A dynamic and collaborative work environment.</p>
<b>How to Apply</b>	<p>Interested candidates are invited to update their profiles and resume along with cover letter outlining their qualifications and experience on the Career Section <a href="https://cusecconsulting.com/careers.php">https://cusecconsulting.com/careers.php</a> on our Website <a href="https://cusecconsulting.com/">https://cusecconsulting.com/</a> .</p>