

## **MaxCity Asset Managers LTD is hiring a Trainee Management/ Leasing Operations**

MaxCity Asset Managers LTD stands for market-leading properties and is a trusted player within the property industry in Mauritius. We are the promoters of iconic developments such as the Grand Baie La Croisette mixed-use development and the 1 Exchange Square Grade A office building in Ebene. Our business activities span across all the main property asset classes (retail, office, commercial, residential and logistics). Putting people fulfilment at the heart of our actions, we develop designed and sustainable residential, corporate and commercial properties to offer a contemporary and unique living and working lifestyle environment.

Situated at [Level 12, One Cathedral Square, Jules Koenig Road, Port Louis.](#)

Duties are as follows:

### **Key Responsibilities:**

- Assist in liaising with prospective and existing tenants for documentation and operational needs.
- Support in organizing site visits and follow-ups with clients.
- Help prepare and maintain lease agreements, renewals, and correspondence.
- Ensure that all leasing documentation is accurate and filed appropriately.
- Update and manage tenant and leasing databases.
- Assist in preparing weekly and monthly leasing reports and performance summaries.
- Assist in liaising with prospective and existing tenants for documentation and operational needs.
- Support in organizing site visits and follow-ups with clients.

We are currently looking for degree holders in:

Diploma in Marketing, Management, Business Administration, or a related field.

- Good communication and interpersonal skills
- Proficiency in MS Office (Excel, Word, PowerPoint)
- Strong organizational skills and attention to detail
- Eagerness to learn and work in a fast-paced retail or property environment
- Basic understanding of customer service and client handling

Duration: **3-month internship (even 6 weeks is good).**

Experience:

- Proficiency in MS Office (Excel, Word, PowerPoint)
- Good communication and interpersonal skills
- Basic understanding of customer service and client handling
- Eagerness to learn and work in a fast-paced retail or property environment
- Diploma in Marketing, Management, Business Administration, or a related field.

Remuneration: Compensation will be addressed during the interview.

Working Days/ Time: From Monday to Friday- 8:00 AM to 4:30 PM

Send your CV/ Motivation Letter on: [sylvain.monet@maxcity.mu](mailto:sylvain.monet@maxcity.mu)

By: **(A deadline of a minimum of one week)**

Learn more on their company: <https://maxcity.mu/>