



RETAIL NETWORK SERVICES

WE'RE HIRING

RETAIL LEASING EXECUTIVE

We're looking to appoint an experienced, go-getting Retail Leasing Executive to join our team of leasing specialists. You should be well-connected within the retail environment, with the ability to manage leasing strategies, tenant mix and lease agreements.

If you're well-organised, with a proactive and resourceful attitude, and able to work under pressure across multiple retail projects, we'd like to hear from you.

KEY RESPONSIBILITIES

- Assessment of our market research in order to fully understand the location and market demographics of new retail developments.
- Assisting in developing the vision and retail strategy for new centres.
- Creating tenant mixes based on approved retail categories, together with category GLA percentages.
- Sourcing and canvassing suitable tenants for developments, and building a database of contacts for future use.
- Developing detailed action plans to ensure leasing targets are met for each development.
- Checking and vetting all Offers to Lease before submitting for approval and/or signature.
- Carrying out site visits with tenants and overseeing their store designs and layouts.
- Organising and maintaining tenant records to ensure contracts, payment history and correspondence are kept updated and secure.
- Training and mentoring a Leasing Assistant.
- Developing your network of potential tenants and valuable contacts on an ongoing basis in order to strengthen the company's competitive advantage.

HOW TO APPLY

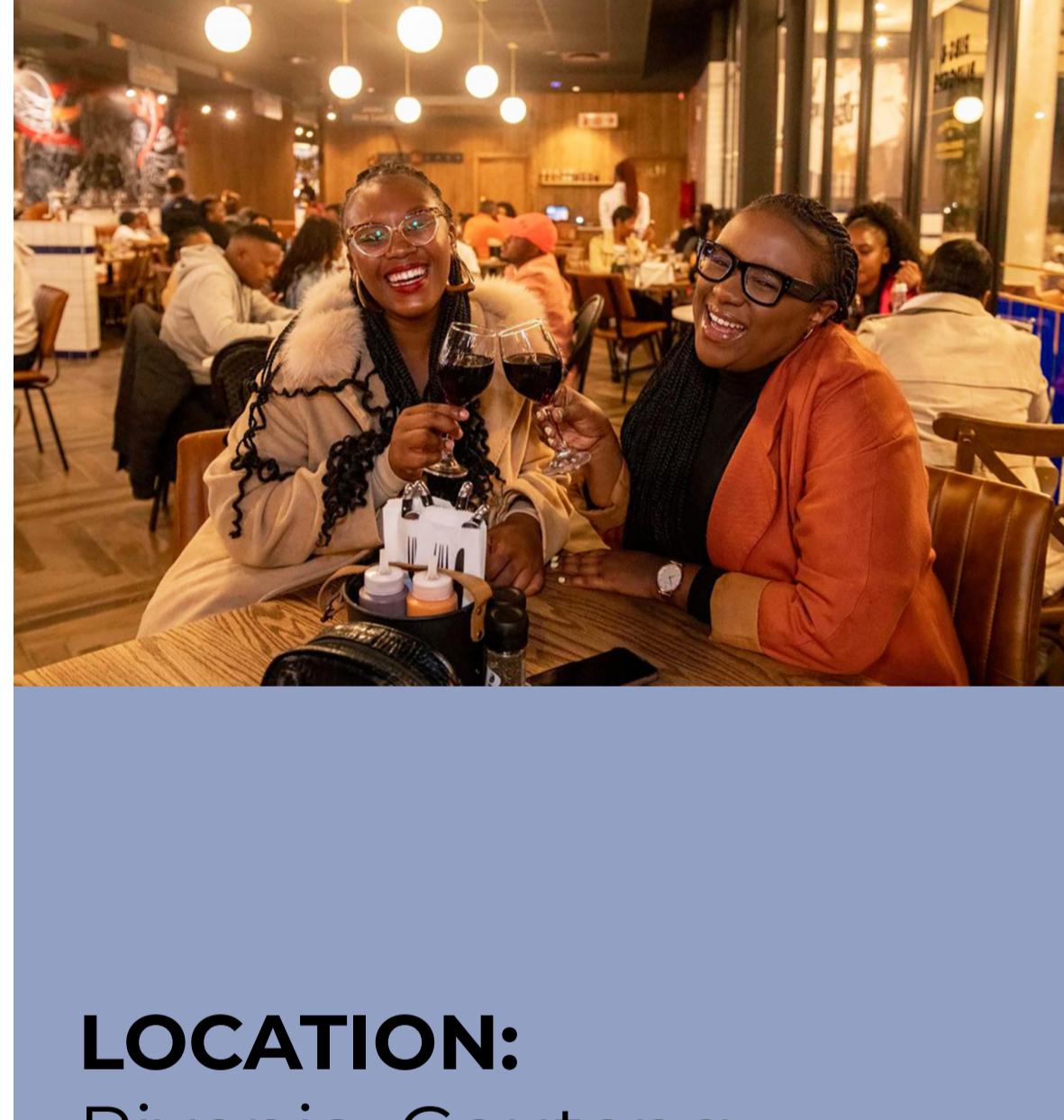
Submit your CV and a covering email to retail@rns.co.za by **29 January 2026**, detailing why you are the ideal fit for this position. Highlight your unique strengths!

If you do not receive feedback within 14 working days, please consider your application unsuccessful.



WHAT WE'RE LOOKING FOR:

- 5+ years' experience in all aspects of retail leasing.
- A strategic and creative thinker who is up to speed with industry trends.
- Outstanding negotiation, communication and relationship-building skills.
- A good team player with a pleasant and professional disposition.
- Proficiency in Microsoft Office Suite. HubSpot knowledge is a plus.



LOCATION:

Rivonia, Gauteng

SALARY:

Market-related
(Commensurate with experience)

REPORTING TO:

Managing Director –
Retail Network Services

