



# 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

