

Administrative Officer / Real Estate Dubai

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Company: Renaissance Marketing Management

Location: Dubai

Category: healthcare-practitioners-and-technical

Whom are we looking for?

Hello, we are Gaia Living. We are seeking an experienced and detail-oriented Administrative Officer to join our team with the qualifications and requirements listed below.

Whom are we searching for

3 + years of experience in Real Estate

Experience in posting listings on Property Finder , Dubizzle and Bayut.

Strong knowledge of the secondary market processes and documentation.

Ability to work under pressure.

Thorough understanding of real estate law and conveyancing processes

Excellent communication, problem-solving, and organizational skills

Ability to effectively manage multiple tasks and prioritize them.

Attention to detail and a commitment to accuracy

What do we expect you to do?

What we expect you to do

Property Listing Management:

Update and maintain accurate property listings on the company's website and other relevant platforms.

Ensure property details, images, and descriptions are up-to-date and in compliance with regulatory requirements.

Proficiency in Secondary Market Processes:

Demonstrate a strong understanding of secondary market processes, including the resale of properties and transactions in the secondary real estate market in Dubai.

Stay informed about market trends, pricing dynamics, and regulatory changes affecting secondary market transactions.

Client Communication and Support:

Respond promptly to client inquiries via email, phone, or in-person meetings.

Provide information on available properties, schedule viewings, and address client concerns or questions.

Documentation and Filing:

Organize and maintain both digital and physical files for property listings, contracts, and client information.

Ensure that all documentation complies with legal and regulatory standards.

Appointment Scheduling:

Coordinate and schedule appointments for property viewings, meetings, and other relevant activities.

Manage the calendar for real estate agents and executives.

Client Database Management:

Update and manage the client database, including contact details, preferences, and transaction history.

Implement customer relationship management (CRM) tools for effective client management.

Financial Transactions:

Assist in processing financial transactions related to property sales or rentals.

Collaborate with the finance team to ensure accurate and timely invoicing.

Legal Compliance:

Stay informed about real estate regulations and compliance requirements in Dubai.

Ensure that all transactions and activities adhere to legal standards.

Reporting:

Generate regular reports on property listings, client interactions, and other relevant metrics.

Compile and present data to assist in decision-making processes.

Continuous Learning:

Stay updated on industry trends, market conditions, and real estate developments in Dubai.

Attend relevant workshops or training sessions to enhance skills and knowledge.

About us

Hi, we are Renaissance.

A group of customer experience professionals united by a passion for understanding human behavior. We are growing and looking forward to working with the region's top talents.

Join Renaissance in this exciting venture and be part of something big!

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