

Administrator Jobs in Dubai | Majid Al Futtaim Careers

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Company: Majid Al Futtaim

Location: , Dubai, United Arab Emirates

Category: other-general

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Job Responsibilities:

Assist in implementing Leasing Objectives. These objectives will outline the amount of space to be leased, the time frame required to lease and the target rental rate to be achieved, appropriate merchandise mix compatibility and presentation.

Assist in the preparation of the leasing agreements between the Company and the tenants, ensure completion of all documents and manage the renewal agreements as well.

Prepare regular leasing activity reports and the status of each negotiations held with potential tenants.

Provide all necessary data / reports concerning to Lease Management as and when requested.

Job Requirements:

Bachelor degree in Commerce / Business Administration or equivalent

Minimum 3 – 5 years' work experience in managing Lease activities preferably in a reputed Retail / Real Estate companies.

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