

## Asst Lease Admin Manager Jobs In Dubai | Al Futtaim Group

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Company: Al Futtaim Group

Location: Dubai

Category: other-general

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#### Description

Assisting the Regional Lease Admin Manager to prepare reports and tactics to support the overall Lease Admin strategy, as well as, consolidate and manage the effective operation of all regional reporting needs

#### Responsibilities

Financial Analysis and Reporting: Progress Reports: In collaboration with the Regional Lease Admin Manager prepares and maintains progress reports on weekly/monthly/annual basis as required by the Malls division, such as vacancy reports, renewals schedules, tenant documentation updates, rent concessions report, operational reports, KPI tracking and deliver all agreed reports on time to excellent quality.

#### Requirement

Working to ensure that information on all documents is correct and accurate, all relevant documents are received from the tenant, lease agreements are prepared as per the terms agreed upon between the tenant and landlord and matching signatures on documents and cheques against the POA provided by the tenant.

#J-18808-Ljbffr

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