

United Arab Emirates Jobs Expertini®

CRM and Collections Officer

[Apply Now](#)

Company: The Heart of Europe

Location: Dubai

Category: healthcare-practitioners-and-technical

Company:

The Heart of Europe in Dubai is an ambitious and innovative island destination that represents a fusion of European designs, heritage, and hospitality set in a unique and breathtaking location. The project's primary goals are to create an exceptional lifestyle and vacation experience that encapsulates the very essence of European living and exceeds all expectations. At its core, The Heart of Europe is a cluster of six islands situated on The World, Dubai.

Role:

We are currently hiring for a Senior CRM and Collections Officer with expertise in the real estate industry and proficiency in Arabic and English. You will be responsible for managing client relationships and overseeing collections activities. Reporting to the Collections Manager, your role will involve maintaining effective communication with clients, implementing collection strategies, and ensuring timely recovery of outstanding payments.

Key Responsibilities:

Maintain strong relationships with clients in the real estate sector, providing personalized support and addressing inquiries or concerns in Arabic and English

As the main point of contact for clients regarding payment issues and collection efforts.

Collections Management:

Collections strategies to recover outstanding payments from clients in accordance with

company policies and procedures.

Clients via phone, email, or in-person meetings to negotiate payment arrangements and resolve payment disputes.

Payment Tracking and Reporting:

Payment schedules and track payment statuses for all accounts, ensuring accurate and up-to-date records.

Regular reports on collections activities and provide insights to management regarding payment trends and recovery rates.

Documentation and Compliance:

Accurate documentation of all communications and interactions with clients regarding collections activities.

Compliance with legal and regulatory requirements in the collections process, including adherence to debt collection laws and regulations.

Real Estate Industry Expertise:

Your knowledge and experience in the real estate industry to understand the unique challenges and dynamics of collections in this sector.

Opportunities to tailor collections strategies to specific real estate-related situations and circumstances.

Customer Service:

Provide excellent customer service to clients throughout the collections process, demonstrating empathy, professionalism, and a commitment to resolving issues effectively.

Qualifications:

in Arabic and English languages, with strong communication skills in both written and verbal forms.

experience working in collections or CRM roles within the real estate industry is essential.

of collections best practices, including negotiation techniques and dispute resolution strategies.

with relevant legal and regulatory requirements related to debt collection in the real estate sector.

attention to detail and organizational skills, with the ability to manage multiple tasks and priorities effectively.

in MS Office suite (Word, Excel, Outlook) and CRM software applications.

[Apply Now](#)

Cross References and Citations:

1. CRM and Collections Officer [Searchnzjobs Jobs Dubai Searchnzjobs ↗](#)
2. CRM and Collections Officer [HairjobsJobs Dubai Hairjobs ↗](#)
3. CRM and Collections Officer [Interiordesignjobs Jobs Dubai Interiordesignjobs ↗](#)
4. CRM and Collections Officer [Tradingjobs Jobs Dubai Tradingjobs ↗](#)
5. CRM and Collections Officer [Shenzhenjobs Jobs Dubai Shenzhenjobs ↗](#)
6. CRM and Collections Officer [Free-job-alerts Jobs Dubai Free-job-alerts ↗](#)
7. CRM and Collections Officer [HrjobsJobs Dubai Hrjobs ↗](#)
8. CRM and Collections Officer [Jobspakistan Jobs Dubai Jobspakistan ↗](#)
9. CRM and Collections Officer [Denverjobs Jobs Dubai Denverjobs ↗](#)
10. CRM and Collections Officer [Doctorjobsnearme Jobs Dubai Doctorjobsnearme ↗](#)
11. CRM and Collections Officer [Amsterdamjobs Jobs Dubai Amsterdamjobs ↗](#)
12. CRM and Collections Officer [ReactjobsnearmeJobs Dubai Reactjobsnearme ↗](#)
13. CRM and Collections Officer [GeneticsjobsJobs Dubai Geneticsjobs ↗](#)
14. CRM and Collections Officer [MoscowjobsJobs Dubai Moscowjobs ↗](#)
15. CRM and Collections Officer [FilmjobsJobs Dubai Filmjobs ↗](#)

16. CRM and Collections Officer Entry level jobs Jobs Dubai Entry level jobs ↗
17. CRM and Collections Officer Caregiver jobs Jobs Dubai Caregiver jobs ↗
18. CRM and Collections Officer Egypt jobs Jobs Dubai Egypt jobs ↗
19. Crm and collections officer Jobs Dubai ↗
20. AMP Version of Crm and collections officer ↗
21. Crm and collections officer Dubai Jobs ↗
22. Crm and collections officer Jobs Dubai ↗
23. Crm and collections officer Job Search ↗
24. Crm and collections officer Search ↗
25. Crm and collections officer Find Jobs ↗

Source: <https://ae.expertini.com/jobs/job/crm-and-collections-officer-dubai-the-heart-of-europe-7ab01d9f59/>

Generated on: 2024-05-03 by Expertini.Com