

## Estate Manager Jobs In Sharjah | IFZA

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Company: IFZA

Location: sharjah

Category: other-general

### Estate Manager Jobs In Sharjah | IFZA

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The Estate Manager is responsible for the seamless operation, maintenance, and management of a diverse portfolio of properties, including luxurious villas and modern apartments. The individual will oversee the properties, ensuring that each one is maintained to the highest standards, reflecting our commitment to excellence. The Estate Manager will act as the primary point of contact for all property

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**Responsibilities**  
**Property Maintenance:** Ensure that all properties are maintained to the highest standards, addressing any repair or maintenance issues promptly.

**Vendor Coordination:** Liaise with and monitor contractors, landscapers, and other vendors to ensure timely and quality service delivery.

**Budget Management:** Develop and manage annual budgets for property maintenance, repairs, and improvements, ensuring cost-effective solutions without compromising quality.

**Tenant/Visitor Relations:** Act as the primary point of contact for tenants/visitors, addressing any concerns, queries, or issues they might have.

**Security Oversight:** Implement and oversee security measures across all properties, ensuring the safety and security of tenants and assets.

**Regular Inspections:** Conduct routine inspections of all properties on a regular basis to assess their condition and identify any potential issues or areas for improvement.

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Requirements Bachelor's Degree in Property Management, Real Estate or a related field.

Full English proficiency is required

Excellent communication, customer service, and interpersonal skills

Strong organizational skills with ability to multitask and prioritize

Ability to handle criticism

Flexibility in working hours/days Apply Also Student Records Assistant Jobs In Dubai |

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