

Housing Supervisor

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Company: Confidential

Location: abu dhabi

Category: other-general

Job ResponsibilitiesTo maintain proper files and control system for all related documents, i.e. Tenancy Contracts, Maintenance, Gas Contract, etc.To ensure that all the tenancies are renewed on time and follow up relevant tasks related to renewal process such as sending notices Contract making, payments, municipality attestation etc.To ensure Termination of agreements are followed up and relevant tasks are performed related to agreement cancellation such as - Notice, Water & Electricity clarence, Final maintenance, ADCP/Owner clearance etc.To ensure and maintain proper cleaning standard in all staff housing accommodation.**Disclaimer:** Drjobs.aeis only a platform that connects job seekers and employers. Applicants are advised to conduct their own independent research into the credentials of the prospective employer.We always make certain that our clients do not endorse any request for money payments, thus we advise against sharing any personal or bank-related information with any third party. If you suspect fraud or malpractice, please contact us via contact us page.**Dr.Job** is an online platform that connects employers with skilled job seekers, facilitating the search for job opportunities and top talent. Established in 2015. Dr.Job has emerged as the Gulf region's premier job portal, attracting thousands of job seekers every day from different countries like UAE, Saudi Arabia, Bahrain, Kuwait, Oman, and Qatar.

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