

## Lease Contract Executive

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Company: Golden Sands Hotel Dubai

Location: dubai

Category: other-general

1. Professional introduction to potential clients thus understanding their real estate requirements.2. Ensuring that leads are converted into actual customers3. Be a mediator in negotiations.4. Ensure that the Customer Relationship Management (CRM) system is up to date at all times.5. Reviewing, negotiating, renewing, extending and terminating contracts.6. Handling leasing requirements.7. Preparing lease contracts.8. Providing advice and answering client questions about market conditions, prices, legal requirements and other related matters.9. Prepare sufficient and complete supporting documentation for submission to the Finance Department to ensure accurate and timely transfers.10. Conduct periodic market surveys.11. Ensure that all required reports are submitted on time or before each day, week, month and year. Disclaimer: Drjobs.ae is 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. Our goal is to make hiring as easy as possible. We find the right talent for every company, ensuring that each candidate finds a job they enjoy. Dr.Job FZ LLC provides 360-degree AI-powered recruiting and job search solutions. If you are looking for a job and haven't found your chance yet, you can upload your profile on our website and find thousands of opportunities globally! Our platform gives you the flexibility you need to thrive in today's market by allowing you to apply for all different kinds of jobs, whether they are full- or part-time, remote or on-site.

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