

## Lease Contract Management Executive Jobs in Dubai

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Company: Majid Al Futtaim

Location: Dubai

Category: other-general

### Lease Contract Management Executive Jobs in Dubai

#### Job Responsibilities:

Review and validate entries for Lease deals in the Data Capture System based on the input received from the Leasing Team in SMBU.

Prepare the draft and final Lease Agreements, Amendments and Deeds to be checked by the appropriate personnel for accuracy and ensure that the same is in accordance with the terms and conditions agreed at the time of closing lease deal and send the same to the client for review and acceptance.

Review the final acceptance from the client on the Lease Agreement document to ensure that there is no ambiguity in the acceptance of the terms and conditions stated in the formal lease agreement and that there is complete clarity between the Company (SMBU) and the tenant's commitment with regards to the agreement.

Collect all pertinent and valid legal documents from the tenant such as Trade license, Commercial Registration, Insurance Certificate, Owner's passport copies etc., to ensure the legality of the tenant.

Job Requirements:

TBA

Minimum 4 – 6 years work experience in managing Business/Lease Administration and documentation activities preferably in a reputed Retail / Real Estate companies in GCC.

Bachelor's degree in Business Administration or equivalent.

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