

Lease Contract Specialist Jobs in Dubai UAE | Majid Al Futtaim

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Company: Majid Al Futtaim

Location: dubai

Category: other-general

Lease Contract Specialist

Job: Full Time

Location: Dubai, UAE

Description:

The position is responsible for providing timely active administrative support to the SMBU Leasing Team in the development and monitoring of Lease Proposals, Lease Agreement Documents, communication with clients / tenants etc., ensuring that all lease related documents complies with the agreed terms, conditions of the contract and commitment between the company and the client.

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.

Responsible for all correspondences between Company and tenants whether it is by email, letter and fax and all follow up required during the course of the process, until the final Lease agreement is signed.

Maintain positive and congenial relationship with the potential clients / tenants pertaining to all lease proposals / agreements and ensure that all concerns and queries are resolved on a timely basis.

Provide all necessary data / reports concerning to Lease administration to Manager Lease Administration as and when requested.

Job Requirements:

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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