

**Lease Contract Specialist Jobs in Dubai UAE | Majid Al Futtaim Careers**

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Company: Majid Al Futtaim

Location: Dubai

Category: legal

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### Job Responsibilities:

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

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.

Organize the payment documents and forward the same to the client along with the Lease Agreement so as to receive the payment along with the signed agreement signifying the acceptance of the client.

### Job Requirements:

Minimum 2 – 4 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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