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Leasing Administrator Jobs in Dubai | AI Futtaim Careers

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Company: AI Futtaim

Location: dubai

Category: other-general

Leasing Administrator Jobs in Dubai | AI Futtaim Careers

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Description: Executing the tactics of the AFGRE Leasing Admin strategy that is aimed at meeting AFGRE's overall objectives.

The accurate completion of paperwork of current and prospective tenants.

Updating of data into YardiJob Responsibilities: Are familiar with a variety of the leasing field's concepts, practices, and procedures.

Consistently apply your experience and judgement to plan and accomplish goals.

Effectively work with the team and support departments.

Ensure that documents required are completed (Booking Form, Booking Deposit Receipt, Tenant Information Sheet, Valid Passport Copy with Visa Page Residence, Correct Lay-out, Trade license copy for Corporate Booking, Power of Attorney for Authorize Signatory and Allotment Letter for AI Futtaim Staff). Prepare LAF for higher management signature.

Prepare lease agreement contract as per the approved LAF. Job Requirements: Degree or equivalent level of education in any discipline preferable but not mandatory, dependent on previous experience and aptitude.

1-2 years as a Leasing or Administration professional #J-18808-Ljbffr

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