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Leasing Administrator Jobs In Dubai UAE | Al-Futtaim

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Company: Al-Futtaim

Location: dubai

Category: other-general

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Established in the 1930s as a trading business, Al-Futtaim Group today is one of the most diversified and progressive, privately held regional businesses headquartered in Dubai, United Arab Emirates. Structured into five operating divisions; automotive, financial services, real estate, retail and healthcare; employing more than 35,000 employees across more than 20 countries in the Middle East, Asia and Africa, Al-Futtaim Group partners with over 200 of the world's most admired and innovative brands. Al-Futtaim Group's entrepreneurship and relentless customer focus enables the organization to continue to grow and expand; responding to the changing needs of our customers within the societies in which we operate.

Responsibilities:The accurate completion of paperwork of current and prospective tenants.

Updating of data into Yardi

Manage review, tracking, and review of real estate-related legal documents

Significant experience and familiarity with trade licenses, commercial registry and POA and perform real estate due diligence (including lease reviews);

Maintain legal contracts database, trackers, and knowledge is Yardi real estate

software.**Requirements:**Familiar with all legal documentation related to real estate.

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

Effectively work with the team and support departments.#J-18808-Ljbfrr

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