

United Arab Emirates Jobs Expertini®

Leasing Coordinator - Green Desert Real Estate Brokers

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Company: Talent Pal

Location: dubai

Category: other-general

The Role We are seeking a Leasing Coordinator to join our real estate team in Dubai UAE. Responsibilities: Attracting potential tenants by advertising vacancies negotiating leases and promoting the benefits of the properties Screening and qualifying prospective tenants by conducting background checks verifying employment and reviewing credit histories. Collaborating with property owners to develop competitive rental rates based on market trends and property condition. Preparing lease agreements and ensuring all necessary documentation is completed accurately and in a timely manner. Coordinating property viewings and walk ins for prospective tenants providing detailed information about the properties and addressing any inquiries. Maintaining and updating property listings on various platforms ensuring accurate and appealing descriptions and images. Assisting tenants with the lease renewal process and addressing any concerns or issues throughout their tenancy. Conducting regular market research and staying informed about industry trends to make recommendations for maximizing occupancy and rental income. Collaborating with the property management team to ensure properties are well maintained and meet tenant expectations. Performing any other duties as assigned. Requirements 3+ years experience as a Leasing Coordinator or similar role within the real estate industry. Bachelors degree in real estate business administration or related field is preferred. Candidate should be immediately available. Must be willing to work under the employment visa which will be provided after probationary period. In depth knowledge of leasing laws and regulations in the UAE with a strong understanding of property management. Excellent communication and negotiation skills with the ability to build and maintain relationships with prospective and existing tenants. Strong

attention to detail and organizational abilities to manage multiple properties and leasing activities simultaneously. About the company Green Desert Real Estate Brokers offers customers a full range of property services from buying selling leasing managing residential and commercial properties throughout the UAE. Our continuous focus on providing the best service to our valued local and international clientele has helped us grow in strength and reputation over the years. We are authorized agents for all the major semigovernment & private developers in UAE such as Emaar Meraas Nakheel Damac Danube MAF Nshama Dubai Holding and more. We work with them to offer brand new readytomove units and offplan projects in prime locations throughout Dubai like Downtown Dubai Hills Dubai Marina Arabian Ranches Palm Jumeirah Dubai Creek Harbour and other top localities. Our team of professional dedicated & multilingual experts endeavors to provide the most rewarding services to ensure hasslefree transactions making things easier. We pay utmost care to personal choices location preferences and budgetary constraints to find the perfect home. This job has been sourced from an external job board. More jobs on #J-18808-Ljbffr

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