

# United Arab Emirates Jobs Expertini®

## Leasing Officer Jobs In Dubai UAE 2023 | GMG

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Company: GMG

Location: dubai

Category: other-general

### Leasing Officer Jobs In Dubai UAE 2023 | GMG

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Description:

GMG is a global well-being company retailing, distributing and manufacturing a portfolio of leading international and home-grown brands across sport, food and health sectors. Its vision is to inspire people to win in ways that make the world better. Today, GMG's investments span four key verticals: GMG Sports, GMG Food, GMG Health, and GMG Consumer Goods. Under the ownership and management of the Baker family, it has become a leading global company, affiliated with the world's most successful and respected brands in the well-being sector. Working across the Middle East, North Africa, and Asia, GMG has introduced more than 120 brands into its markets.

Responsibilities:Responsible for lease offers, lease agreements | lease renewal management and execution.

Monitors the documentation process and ensures that everything is completed.

Drafts, proofs and finalizes correspondence and other documents.

Coordinates lease documents on requirements needed including signed documents, payments, tenant details form and registration/licenses and receipts.

Maintain data integrity of physical and electronic files.

Follow up with tenants on missing documents and payments.Requirements:With 2-4 relevant experience

Diploma | Bachelor's Degree

Knowledge of Microsoft Office

Proficient in Microsoft Office

Attention to detail and problem-solving skills#J-18808-Ljbfrr

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