

# United Arab Emirates Jobs Expertini®

## Listing Coordinator

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Company: Provident Real Estate

Location: Dubai

Category: other-general

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**Role Summary:**As a Listing Coordinator at Provident, you will be a vital part of the sales process in the booming and competitive real estate market, aiding our consultants in creating and managing their listings, while adhering to Dubai Land Department rules and regulations, in one of the world's most vibrant and competitive marketplaces. Your position is critical in ensuring that our company brand and image are standardized on all our partner portals, with the highest standards of detail and quality. This role necessitates a thorough knowledge of the Provident systems, as well as the systems used by our portal partners.

**Key Responsibilities:**Keep up to date with DLD regulations.Creating property listings on partner portals.Manage listings and update them according to consultant requirements.Ensuring All listings are associated with relevant permits.Maintain records of all listings and update internal systems accordingly.

**Qualifications and Skills Required:**Proven data entry work experience, as a Data Entry Operator or Office Clerk.Experience with MS Office and data programs.Experience using office equipment, like printers and scanners.Typing speed and accuracy.Excellent knowledge of correct spelling, grammar, and punctuation.Attention to detail.Confidentiality.Organization skills, with an ability to stay focused on assigned tasks.High school diploma; additional computer training or certification will be an asset.Proficient in English: Written and spoken.

**About Provident**Since its inception in 2008, Provident Estate has been a frontrunner in the regional real estate market, holding a commendable reputation as one of the most reliable and top-tier agencies working alongside the world's foremost developers. Now employing over 200+ dedicated professionals, we stand as a

testament to excellence and trust in the industry. As we forge ahead, we are inviting ambitious individuals to join our dynamic team where innovation meets understanding, offering 360° real estate solutions tailored to our client's needs. Step into a role at Provident Estate, a place where we value lasting relationships with our clients and foster an environment geared towards revolutionary and digitally enhanced solutions. Join us, and be a part of crafting the future of real estate, building enduring relationships grounded in trust and expertise.

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