

## Listing Coordinator Jobs In Sharjah | Knight Frank

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Listing Coordinator Jobs In Sharjah | Knight Frank

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Based in our Dubai Office, we are looking to recruit a Listing Coordinator to provide an effective and efficient support service to create and prepare unit listings.

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Responsibilities Technical Skills

Create and prepare unit listings for the agents.

Ensure excellent quality standard of listings.

Responsible for getting all information- from the client that is necessary for the property consultants to sell a project.

Checking all client files to ensure that all the relevant documentation is filed for future reference.

Liaise with Property Finder, DLD support team for any listing or account issues.

Prepare forms such as (Tenancy Contract, and others).

Strong follow-up skills and Lead management.

Responsible for monitoring, providing assistant and support by preparation of leads and receiving daily feedback from the Real Estate Agents.

Preparing contracts and MOU as and when requested by the agents.

Excellent in filing & in maintaining records. Apply Also Dubai Islamic Bank UAE Careers (DIB Careers) – Latest Opportunities

Requirement Ensure record keeping and filing is maintained to company corporate standards

and procedures.

#### Organization

Provide general administrative support to the sales team and responsible of all the sales team filing systems.

Responsible for receiving the transaction documents from the Sales/Leasing Agent and forwarding them to the Accounts Department.

#### Communication

Be aware of current projects to ensure that the best possible service is provided to clients and other internal departments.

Ability to communicate with others in a professional and helpful manner both face to face and on the telephone.

Be able to display tact, diplomacy and appropriate confidentiality as to the nature of the work.

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