

## Office Coordinator for Real Estate

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Company: Treasures Art Gallery

Location: dubai

Category: other-general

LOOKING FOR A REAL ESTATE JOB? MAKE YOUR MOVE CAREER WITH TREASURES REAL ESTATE Treasures Real Estate is a luxury real estate agency known for its visionary approach and exceptional customer experience. With a strong foundation in interior design since 1978, we have expanded into a curated platform of ultra-luxury properties in Dubai and Monaco. Our services encompass architecture, brokerage, development, and world-class interior design. We are currently seeking a highly organized and motivated Office Coordinator to join our dynamic team. As the Office Coordinator, you will play a vital role in our operations, ensuring smooth coordination between various departments and facilitating the listing and sales processes. The ideal candidate will have a deep understanding of the real estate industry in Dubai and possess a range of skills, from HR tasks to property inventory management.

**Responsibilities :** Sign broker agreements with developers in the UAE, establishing strong relationships and expanding our network of partners. Assist the sales agents by providing them with property inventory, distributing leads, and ensuring a seamless sales process. Utilize property listing platforms such as Property Finder, Bayut, and Dubizzle to create engaging and accurate property listings. Manage and maintain the CRM system (HubSpot), ensuring accurate and up-to-date information on leads, clients, and properties. Collaborate with the Marketing Department to coordinate campaigns and advertisements, promoting our listings effectively. Familiarity with Dubai Land Department procedures and regulations, Trakheesi, and Dubai Rest app to facilitate property registration and compliance. Process broker cards for sales agents, ensuring their documentation is complete and compliant with relevant regulations. Handle various HR tasks,

such as assisting with recruitment processes, onboarding new employees, and maintaining employee records. Manage developers' portal account like Emaar, Nakheel, MAG, Dubai Properties and others. Requirements : Proven experience in a similar role within the real estate industry, preferably in Dubai or the UAE market. In-depth knowledge of property listing platforms, including Property Finder, Bayut, and Dubizzle. Proficiency in CRM software, with experience using HubSpot being a plus. Familiarity with the Dubai Land Department procedures, Trakheesi, and Dubai Rest app for property registration and compliance. Strong organizational and multitasking abilities to manage multiple tasks and priorities effectively. Excellent communication skills to interact with sales agents, developers, and clients professionally. Attention to detail and accuracy in managing property inventory, documentation, and broker cards. Ability to work collaboratively in a team-oriented environment and provide support where needed. Fluency in English is required; additional languages such as Arabic would be an advantage. Note : Only shortlisted candidates will be contacted for further steps. We appreciate your interest in our company. Our top priority is assisting you in every way possible. To initiate the process, kindly complete the form provided below and we will respond to your request promptly.

#J-18808-Ljbffr

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