

## Office Coordinator Real Estate Brokerage Jobs In Dubai | Apt Resources

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Office Coordinator Real Estate Brokerage Jobs In Dubai | Apt Resources

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Apt Resources, a leading recruitment company, is seeking a highly organized and motivated Office Coordinator for a Real Estate Brokerage company. As an Office Coordinator, you will be responsible for providing administrative support, managing office operations, and ensuring smooth day-to-day functioning of the brokerage office. This role requires excellent organizational and communication skills, as well as a strong attention to detail.

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Responsibilities:

Manage and maintain office supplies and inventory

Coordinate and schedule meetings, appointments, and viewings

Assist with marketing and advertising efforts, including managing property listings and advertisements

Handle incoming calls and correspondence, and direct inquiries to appropriate individuals

Assist in preparing and editing documents, reports, and presentations

Organize and maintain office filing systems, both physical and electronic

Assist with other administrative tasks as required

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Requirements

Are you an experienced multitasker with a passion for real estate? Join our team as an Office Coordinator and take charge of administrative tasks in a fast-paced brokerage environment. We are seeking someone with a proven track record in a similar role, whether as an Office Coordinator, Administrative Assistant, or in another related position within the real estate industry.

If you have a knack for staying organized and managing your time effectively, you'll excel in this role. Proficiency in MS Office and other relevant software is a must.

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