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Real Estate Admin Jobs In Dubai | Goldcoast Real Estate

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Location: dubai

Category: other-general

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Gold Coast Real Estate is a prominent and well-established real estate firm based in the heart of Dubai. With a rich history of excellence and a dedication to providing top-notch real estate solutions, we are committed to delivering the best for our clients and fostering a culture of growth and success for our team members. Gold Coast is an equal opportunity employer. We encourage individuals from all backgrounds to apply.

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Responsibilities:

Assist in preparing contracts, leases, and other real estate documents.

Assist in preparing all Real Estate forms such as Form A, B, F, etc.

Adhere to RERA rules and regulations (Full knowledge of Trakheesi).

Familiarity with the Dubai Land Department.

Ensure that real estate documents, agreements, and lease records are well-maintained and organized.

Expert with all MS Office suite applications.

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Requirement

- Bachelor's degree.
- Strong organizational skills and attention to detail.
- Familiarity with CRM System.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Knowledge of the real estate industry and processes is a plus.

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