

United Arab Emirates Jobs Expertini®

Real Estate Property Management Admin

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Location: dubai

Category: other-general

Handle administrative tasks, documentation, and effective communication Must have working experience with Ejari and other Dubai-based laws related to Property brokerage. Manage and reconcile financial records for our property portfolio Execute financial transactions, including rent collections and vendor payments Support budgeting and financial reporting processes Collaborate with property managers to streamline operations Proven experience in property management administration Background in accounting with a strong financial acumen

#J-18808-Ljbffr

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