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Real Estate Specialist Jobs In Dubai UAE 2023 | Nathan & Nathan

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Description:-Ensure effective delivery of property management services which meet or exceed management / tenant expectation to achieve or exceed targeted revenues, savings, profitability and growth aligned with the department objectives.

-Conduct building fabric inspection and per the approved schedule.

-Regular community inspection and identify possible area/ ideas to enhance community and prepare Day/Night Inspections schedule for all projects

-Support the line manager with day-to-day activities of the department to ensure higher level of customer satisfaction and profitability for the business.

-Coordinate with Authorities / Third parties and service providers for any events / emergencies in the community

-Being Customer Service oriented while dealing with New & Existing Tenants, Vendors & internal customers

-Enhance Customer living experience across the residential portfolio, that will improve retention and customer satisfaction

-Ensure that the tenant responds 60 days before the contract expires, and then update the system.

-Maximize revenue, negotiate rent increases and collect payments.

-Increase occupancy by retaining "Vacating" tenants.

-Ensure that monthly renewals are completed on or before 15 days prior to contract expiration.

- Handle tenant requests for property management-related issues.
- Rent reductions/regears, cheque deferment, lease amendments, etc.
- Follow up on bounced Cheques & legal cases#J-18808-Ljbffr

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