

# United Arab Emirates Jobs Expertini®

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

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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

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