

United Arab Emirates Jobs Expertini®

Sales Admin

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Company: isengagedd HR Services

Location: Dubai

Category: healthcare-practitioners-and-technical

Display and market real property to buyers on Property Portals & social media.

Handling Dubai Land Department Work

Coordinating With PRO & Accounts department to ensure expenses are in line & records.

Renewals Of Company Documents & Employees & contract renewals, expired contracts, returned Cheques.

Mange sales and leasing listing process in CRM, Prop Space CRM, Bayut CRM

Maintain and update listings of available properties.

Cooperate with appraisers, escrow companies, lenders, and home inspectors.

Preparing LOI & Different Legal Documents as per company requirement.

Generate lists of properties for sale, including details such as location and features

Management of residential and commercial Buildings such as Facilities, tenant issues, maintenance etc.

Inspect condition of premises and arrange for necessary maintenance or notify owners of maintenance needs

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