

United Arab Emirates Jobs Expertini®

Sales Administration Officer

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Company: LEAD Development

Location: abu dhabi

Category: other-general

The role involves providing a professional Administration support to the Operations Team and Sales Team. Key Duties and Responsibilities: Processing sale and purchase agreements and other documents when needed. Managing the Jubail Inventory and updating Salesforce. Filing and Updating the client's files on our shared folders. Coordinating and liaising with the design team and development team on any update with regards to the Project. Generating reports. Assisting in Property Registration in ADM system. MS Office (word, excel, outlook, PowerPoint). Fluent in Arabic and English (written and spoken).

#J-18808-Ljbffr

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