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Company: Jobtrack Management Services

Location: , Dubai, United Arab Emirates

Category: sales-and-related

SALES ADMINISTRATION - PROPERTY DUBAI / AED 14,000 - 16,000 + ANNUAL BENEFITS One of the Leading Property & Real Estate Company is looking for Sales Administrator. Experience in Property Documentation, RERA Documentation and support the sales team for the documentation; 2+ years experience in UAE. Must have the UAE Driving License & Travelling to Abu Dhabi twice is mandatory. Native Arabic Speakers are must! Any Degree Level Any Faculty / Institute Any Major Any Age Any Nationality Any Residence Location Any Languages Any Own a Car Any Have Driving License Any Job Skills Any About The Company Jobtrack Management Services, based in Dubai, was founded in 1993 with a highly focused vision of acting as an extended recruiting arm of the clients we serve. Being ISO 9001:2008 certified, our mission is to "Enrich Client assets through Human Capital". Our commitment is to share responsibility with our clients, offer immediate and long term solutions, cost effective assignments and meeting deadlines.

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