

United Arab Emirates Jobs Expertini®

Sales Coordinator

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Company: Quanterra Group

Location: dubai

Category: other-general

Company OverviewOur client is a Dubai based forward-thinking organisation specialising in facilitating residential developments and sales and international brokerage. We are a growing company and committed to delivering exceptional service to our clients.

Position OverviewSales CoordinatorThe sales coordinator will play a critical role in ensuring that our processes run smoothly and will report directly to the Managing Partners.This dynamic role requires a candidate who can efficiently coordinate sales, manage client relationships, maintain our CRM system, handle financial reporting, and oversee various administrative and operational functions.

Key Responsibilities

- CRM Management - Maintain and update our Customer Relationship Management (CRM) system to ensure accurate and up-to-date client information.
- Agent Interaction - Act as the primary point of contact for selling agents engaged on selling apartments within our developments, responding to inquiries, and facilitating communication.
- Oqood and SPA Registration - Manage the registration process for Oqood and Sales and Purchase Agreements (SPAs).
- Financial Coordination - Coordinate payments, produce invoices, and receipts for clients.
- Payment Coordination - Automate and manage the follow-up process for subsequent payments.
- Escrow Reporting - Prepare and deliver reports related to escrow accounts, ensuring compliance and transparency.
- Client Liaison (Post-Sale) - Foster strong relationships with clients after the sale, addressing their inquiries, concerns, and service needs.
- General Filing and Administration - Oversee general administrative tasks, such as filing, correspondence, and office organisation.
- Website Maintenance - Ensure the organization's website is up-to-date and reflects accurate information.

Key RequirementsBachelors degree in business administration,

management, or a related field. Proven experience in the residential real estate sector in Dubai, with a strong background in client interaction and financial coordination. Detailed knowledge of the residential off-plan sales process and Oqood registration. Excellent communication and client relationship management skills. Proficiency in using CRM systems and maintaining accurate records. Excellent working knowledge of MS office (Word, Powerpoint, Outlook and Excel). Analytical, articulate, confident and be able to work in a fast-paced environment. Detail-oriented and capable of handling financial transactions and reporting. Familiarity with website maintenance and basic content management. UAE experience and RERA registration is desirable but not essential. What We Offer Competitive compensation and benefits package. The opportunity to play a pivotal role in our client service and operational functions. A supportive and collaborative working environment. Strong opportunities for professional development and career advancement. How to Apply If you are a meticulous and client-focused professional, please submit your CV and a covering letter detailing your relevant experience and qualifications. Remote Work : No

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