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Senior Administrator Jobs In Dubai UAE | Majid Al Futtaim

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The position is responsible for working closely with the Director Leasing to market new properties and manage existing ones in order to maximize the leasing opportunities and meet the corporate revenue targets.

Responsibilities:

Support the Key Accounts Team with the preparation of Lease Agreements, Lease Amendments and other relevant lease documents.

Work closely with IT, Lease Contract Management, RDD and Finance to ensure timely and smooth issuance of lease documents.

Support the Key Accounts Team with securing return of lease documents and payments on time (as applicable)

Prepare regular Leasing activity reports and the status of each negotiation held with potential tenants.

Requirements:

Bachelor's degree in Business Administration or equivalent.

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