

Would you like to work for one of Dubai's leading Real Estate companies – in an office with good atmosphere and nice colleagues?

At Edwards & Towers we have 3 openings;

- 1. Real Estate Administrator**
- 2. Property Management Administrator**
- 3. Accountant**

Real Estate Administrator – Palm Jumeirah Office:

Key Responsibilities

- Handling the Palm Jumeirah departments listings
- Provide general office support to the management and team members across the department
- Attend to walk-in customers
- Ensure that any customer queries are distributed to appropriate agents in a timely manner
- Assist with LLF, FormA and FormF and log all data accurately
- Daily monitoring and updating of the Property Finder and Bayut Call and email Leads
- Monitoring Property Finder, Dubizzle & Bayut Credits and listing quota
- Submitting Trakheesi Permit Application for new listings
- Updating Agent's listings on CRM
- Listing Verifications on Property Finder and Bayut
- Entering of Deal on CRM
- Have a full awareness of the E&T business and departments
- Work as a team member, sharing knowledge and experiences to enhance efficiencies

Skills, Knowledge and Experience

Requirements for the position are as below

- Experienced in Real Estate Secondary Market
- High level of English – speaking and writing
- Full knowledge of DLD and Trakheesi portals
- Full knowledge on property listing and creating contracts
- Familiarity using different types of CRM
- Experience with PF Manager and BayutPro
- Experience with HubSpot is a plus
- Customer service oriented
- Experienced in Microsoft office (excel, words, PP) creating forms and presentations
- Presentable, positive, and good team player

Does this sound interesting to you, then please submit your CV to Rikke Langthjem on rikke@edwardsandtowers.com

Property Management assistant – Marina Plaza Office:

Key responsibilities:

- Work closely with other members of the team like the Property Inspection Co-Ordinator, Property rental agents, Accounts and Property Manager.
- Communicate directly with service providers, vendors, and maintenance contractors to schedule repairs, servicing, preventive maintenance, and other matters as they arise, that are required to keep the Managed Properties in top condition.
- Assign tasks to our nominated Maintenance Company, coordinate them, and ensure completion of work.
- Drafting NOC's and other Contracts.
- Provide a wide variety of administrative assistance to managers and colleagues, especially in the areas of managing work orders and tenant/Landlord communication. You must be pro-active with this and be able to handle tasks on your own.

Skills, Knowledge and Experience

- You must be able to communicate clearly with both tenants and Landlords, in a confident and polite manner.
- Be extremely organised with email and diary management
- Flexible with time and tasks given
- Experience with HubSpot is a plus
- Experienced in Real Estate Secondary Market
- Good level of English – speaking and writing
- Experienced in Microsoft office (excel, words, PP)

The ability to communicate well is extremely important in this role as Property Management Assistant, as you will have to speak to Landlords and tenants both on the phone and email on a daily basis. Also, you will need excellent customer service abilities to relate with tenants, negotiation skills for handling our external Maintenance Company and Landlords, and motivating them towards common goals.

The role requires excellent time management skills. This is a busy and sometimes stressful job, that requires careful scheduling on a daily basis. You should be skilled at multi-tasking and prioritising tasks properly, as well as completing them in a timely manner, even when unexpected challenges arise.

Does this sound interesting to you, then please submit your CV to Beth Bragge on beth@edwardsandtowers.com

Accountant – Palm Jumeirah Office:

Key Responsibilities

- Working close together with the existing Account team
- Provide general Accountant support to the management and team members across the department
- Registration of Deals from the Sales and Rental agents
- Invoicing for Short Term department
- Create Monthly sales reports for the Management
- Create Monthly sales reports for the individual agents
- Work as a team member, sharing knowledge and experiences to enhance efficiencies

Skills, Knowledge and Experience

Requirements for the position are as below

- Degree in Accounting (Bachelor or above)
- Minimum of 3 years' experience in accounting in Dubai – Preferably within Real Estate.
- Sage Finance expertise.
- Reporting tool knowledge
- High level of English – speaking and writing
- Familiarity with HubSpot is a plus
- Experienced in Microsoft office (excel, words, PP)
- Presentable, positive, and good team player with high work ethics

Does this sound interesting to you, then please submit your CV to Rikke Langthjem on rikke@edwardsandtowers.com