

Al Zaeem Real Estate, (one of the Leading Real Estate firms in the UAE), is looking for a detail-oriented and proactive Listing Coordinator to join our dynamic team in Abu Dhabi.

The Role:

Support daily real estate operations by managing property listings, coordinating with owners, and ensuring smooth communication between departments. This role is essential in maintaining accurate data, organizing documentation, and enhancing the overall client experience.

Key Responsibilities:

- Conduct regular follow-ups with property owners and maintain accurate records.
- Make consistent calls to current and potential owners regarding property-related matters.
- Update and manage property details across CRM systems and internal platforms.
- Coordinate with Leasing and Sales teams by providing accurate listings tailored to client requirements.
- Arrange and confirm property viewings and client appointments.
- Assist in preparing leasing offer letters and Memorandums of Understanding (MOUs).
- Ensure all documentation is completed, submitted, and archived in an organized and timely manner.
- Keep all property listings updated, accurate, and professionally presented across marketing channels.
- Coordinate with property owners to set accurate unit prices and clearly explain current market rates and trends in the area.

What We're Looking For:

- Exceptional attention to detail and strong organizational skills.
- Ability to multitask efficiently in a fast-paced environment.
- Familiarity with CRM tools, listing platforms, and general office systems.
- Self-motivated with the ability to work independently and take initiative.
- Strong teamwork mindset with a collaborative approach.
- Excellent communication skills in both English and Arabic.
- Knowledge of any additional language is considered an advantage.
- Open to both male and female candidates.

Preferred Background:

- Experience using real estate platforms such as Madhmoun, PF Expert, and Bayut Profolio is an advantage.
- Minimum 1 year of experience in real estate operations is preferred.