

Al Zaeem Real Estate is looking to add a highly organized and proactive Admin to our outstanding team in Abu Dhabi. If you are detail-oriented, professional, and eager to grow in a dynamic real estate environment, we'd love to meet you.

## **Key Responsibilities**

- Act as the primary point of contact between the manager and internal/external clients.
- Screen and direct phone calls and emails and manage correspondence efficiently.
- Handle requests and queries with professionalism and accuracy.
- Prepare reports, presentations, and business briefs.
- Develop and maintain an organized office filing system.
- Monitor inventory for sales, rentals, and renewals.
- Create and maintain Excel spreadsheets and submit reports to the Managing Manager.
- Draft, edit, and prepare letters, addendums, and property-related contracts.
- Respond to inquiries and assist clients as needed.
- Compile, organize, and finalize documents for office records.
- Utilize Tawtheeq application for property-related processes.
- Maintain a presentable and professional appearance.
- • Coordinate effectively between Sales, Leasing, and Admin departments to ensure smooth workflow and timely completion of tasks.

## **Required Competencies**

- Strong proficiency in all MS Office applications.
- Excellent marketing research abilities.
- Ability to manage multiple tasks in a fast-paced environment.
- Strong English communication skills; smart and presentable.
- Ability to provide general office and operational support.
- Eager to learn and adapt.
- Familiarity with online property advertising platforms (Property Finder, Dubizzle, etc.).
- Strong office administration and corporate communication skills.
- Ability to work under strict deadlines.
- Excellent organizational skills.
- Proficiency in English and Arabic is required; knowledge of any additional language is considered an advantage.
- Open to both male and female candidates.