# Property Management Specialist

**Hiring organization**
FMP Homes

**Employment Type**
Full-time

**Job Location**
Dubai

**Working Hours**
8 hours

**Date posted**
July 28, 2022

**Description**

The primary role of a Property Management Specialist is responsible for getting new contracts, to check for new properties for rent and build good relations and connections with property owners and set up a property management plan, ensure documentation completeness and full compliance with RERA regulations.

The Property Manager sales executive shall possess excellent communication skills and will be responsible for managing units, working also with vendors and real estate brokers.

The Property Manager sales executive shall be responsible for the performance of the units managed and the quality service.

• Coordinate with the maintenance team all programs related to the interior and exterior property conditions.

• Focus on operational improvement and superior user experience.

• Assess tenants and ensure that problems are being resolved to the mutual benefit of the owner, tenant and company.

• Keep record on Tenancy contract and update the CRM accordingly.

• Responsible for issuing Ejaris to tenants.

• Coordinating with the Owner Association and ensuring that the building is maintained according to world class building standards.

• Administration of all tenant leases to assure full compliance with lease provisions.

• Handle tenant requests and dispatch work orders

• Prepare internal Purchase Requests for signature • Assure compliance with all legal requirements.

• Negotiate Maintenance contracts and comply with the internal procurement policies.

• Manage and solve all maintenance requests filed by tenants.

• Preparing Annual Budget for the property

• Move-in and out inspections.

• Readying units for lease and assure that it is done timely

• Prepare Owner’s reports.

Desired Skill & Expertise:

• Detailed-oriented with strong verbal and written communication skills

• Able to perform in a stressful and fast paced environment.

• Self Driven, Multi-tasking, prioritizing and time management skills.

• Strong customer service skills and ability to develop and build strong relationships with internal and external counterparts.

**Qualifications**

• Bachelor or Diploma

• Minimum 2 years of experience in Property Management

• Computer proficiency with strong knowledge of MS Word, Excel and Powerpoint

**Job Benefits**

Fixed salary plus commission – Employment Visa, health insurance