

**Job Title: Retail Coordinator****Job Overview:**

An experienced coordinator required (preferably in Real Estate) with a background of Accounting/Commerce.

**Key Responsibilities:**

- Corresponding with Tenants within the scope of work
- Collecting and Maintaining Documents
- Maintaining Department Databases
- Collecting and Processing Payments
- Processing Ejari's
- Other duties that may be assigned from time to time

**Minimum Hiring Requirements:**

- A graduate of Bachelor of Accounts/Commerce
- Good Communication Skills – verbal and written – Important
- Excellent Computer / MS Office Skills - Important
- 3 + years work experience (Preferable in Real Estate in UAE)
- Ejari Training – Optional
- SAP REFX Module - Optional