

**Job Title:** Portfolio Manager

**Company:** Essay Global Properties

**Location:** Dubai, United Arab Emirates (UAE)

**Reporting Manager:** Sales Manager

**Key Responsibilities:**

- **Client Consultation:** Understand clients' needs and preferences through thorough consultation to provide suitable property recommendations.
- **Client Acquisition:** Generate leads through networking, referrals, and marketing efforts to attract potential buyers and sellers.
- **Market Research:** Stay updated on the UAE real estate market trends, property values, and legal requirements to provide accurate and timely information to clients.
- **Property Listings:** Create and maintain a portfolio of available properties, ensuring accurate and attractive listings with detailed information.
- **Property Valuation:** Assess and determine the market value of properties by analyzing current market conditions and comparable sales.
- **Property Visits:** Conduct property viewings with clients, highlighting the features and benefits of each property and addressing any queries.
- **Negotiation:** Assist clients in negotiations, ensuring fair and favorable terms for both parties.
- **Documentation:** Handle the preparation and completion of property-related documentation, contracts, and agreements.
- **Relationship Management:** Build and maintain strong relationships with clients, developers, and other stakeholders to enhance the reputation and credibility of the company.
- **Sales Targets:** Achieve and exceed sales targets set by the company, contributing to overall team success.

- **Listing Management:** Create compelling property listings with accurate and detailed information, ensuring effective marketing across various platforms.
- **Client Representation:** Act as an intermediary between buyers and sellers, representing clients' interests in negotiations and ensuring a smooth transaction process.
- **Legal Compliance:** Ensure adherence to all legal and regulatory requirements in real estate transactions.

### **Requirements:**

- High school diploma or equivalent; additional education in real estate or business is a plus.
- Proven experience as a Real Estate Agent in the UAE.
- Strong sales, negotiation, and interpersonal skills.
- Knowledge of local real estate laws and regulations.
- Strong interpersonal skills and the ability to work well in a team.
- Familiarity with current market trends and property values in the UAE.
- Excellent communication and presentation skills.
- UAE driving license is preferred.