

Job Title: Sales Administrator

Company: Essay Global Properties

Location: Dubai, United Arab Emirates (UAE)

Reporting Manager: Sales Director

Key Responsibilities:

- **Documentation Management:**
 - Prepare and maintain accurate and up-to-date documentation related to property sales transactions.
 - Assist in drafting sales agreements, contracts, and other legal documents.
 - Ensure compliance with regulatory requirements and company policies in all documentation.
- **Customer Communication:**
 - Act as a point of contact between clients, sales agents, and other relevant parties.
 - Respond to inquiries from clients regarding property listings, pricing, and transaction status.
 - Provide exceptional customer service and build positive relationships with clients.
- **Coordination:**
 - Coordinate property showings and meetings between clients and sales agents.
 - Schedule appointments, meetings, and property viewings efficiently.
 - Collaborate with various departments, such as finance and legal, to facilitate a seamless sales process.
- **Data Entry and Record Keeping:**
 - Input and update property information, client details, and transaction data in the company's CRM system.
 - Maintain accurate records of sales activities, contracts, and client interactions.
- **Market Research:**
 - Stay informed about market trends, property values, and competitor activities.
 - Assist in gathering data for market analysis and pricing strategies.

- **Support Sales Team:**
 - Assist the sales team in preparing sales presentations, proposals, and marketing materials.
 - Provide administrative support to ensure the efficient operation of the sales department.
- **Adherence to Policies and Procedures:**
 - Ensure compliance with company policies, industry regulations, and legal requirements.
 - Assist in implementing and maintaining standardized processes for sales administration.

Qualifications and Skills:

- Bachelor's degree in Business Administration, Real Estate, or a related field.
- Proven experience in administrative roles, preferably in real estate.
- Excellent communication and interpersonal skills.
- Strong organizational and multitasking abilities.
- Proficient in Microsoft Office Suite and CRM software.
- Knowledge of real estate laws and regulations in the UAE is a plus.
- Detail-oriented with a high level of accuracy in documentation.