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| **JOB DETAILS** |
| **Job Title** | **Location** |
| Retail Property Administrator  | Abu Dhabi (Client Site) |
| **Department** | **Direct Reports** |
| Property Management | N/A |
| **Reports to** | **Date Prepared** | **Job Code** |
| Property Manager | 29/09/2020 |  |

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| **JOB SUMMARY** |
| Under limited supervision, provides general property administrative support for the retail client property site-based team. Assists with tenant and vendor customer service.CV’s for all relevant candidates should be sent to@ recruitment.uae@cbre.com |

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| **ESSENTIAL DUTIES AND RESPONSIBILITIES** |
| **Key Tasks** * Performs a variety of administrative tasks for assigned staff including but not limited to phone support, draft, preparation and distribution of correspondence, expense reporting, calendar and scheduling, meeting coordination, filing and copying, etc.
* Maintains tenant, vendor and property files, including insurance certificates, lease abstracts, etc. in accordance with prescribed standards.
* Works with technicianal staff and vendors to compile a list of maintenance items. Coordinating and monitoring status of work assigned to vendors.
* Assists with publication and distribution of tenant newsletters.
* May initiate rent collections correspondence and phone contact with tenant where permitted by state regulations.
* Assists with budget preparation by researching costs for supplies and services and obtaining costs as directed.
* Assists with the preparations of monthly and quarterly management and financial reports.
* Assists with preparation of common area maintenance dues, invoices and related correspondence.
* Administers accounts payable and accounts receivable. Codes invoices for payment, inputs into accounting system and forwards original invoices to accounting for payment.
* Performs other duties as assigned.
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| **OTHER DUTIES AND RESPONSIBILITIES** |
| **Communication Skills*** Ability to comprehend and interpret instructions, short correspondence, and memos and ask clarifying questions to ensure understanding.
* Ability to write routine reports and correspondence.
* Ability to respond to common inquiries or complaints from clients, co-workers, and/or supervisor.
* Ability to effectively present information to an internal department and/or large groups of employees.

**Financial Knowledge*** Requires basic knowledge of financial terms and principles.
* Ability to calculate simple figures such as percentages.

**Reasoning Ability*** Ability to understand and carry out general instructions in standard situations.
* Ability to solve problems in standard situations.
* Requires basic analytical skills.

**Other Skills and Abilities*** Intermediate to advanced skills with Microsoft Office Suite

**Commitment to Values**Demonstrated ability to adhere to an organisational set of core values and act in line with those values. Our CBRE R.I.S.E. values:**R**ESPECT – Treat everyone with dignity, value their contributions, and help one another succeed.**I**NTEGRITY – Uphold the highest ethical standards in our business practices.**S**ERVICE – Dedicate ourselves to making a meaningful impact with our clients and in our communities.**E**XCELLENCE – Aspire to be the best in everything we do and drive for continuous improvement. |

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| **RESPONSIBILITY** |
| **Supervisory Responsibility*** No formal supervisory responsibilities in this position.

**Scope of Responsibility*** Decisions made with general understanding of procedures and company policies to achieve set results and deadlines.
* Errors in judgment may cause short-term impact to co-workers and supervisor.
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| **EXPERIENCE AND QUALIFICATIONS** |
| **Qualifications** | To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. |
| **Education and Experience** | High school diploma or general education degree and a minimum of three years of related experience and/or training. Experience of property management systems desirable particularly yardi. Experience in a retail property commercial environment. |
| **Certificates and/or Licenses** | None |
| **Languages** | Fluency in English, verbal and written. Arabic and other languages are advantageous. |
| **Professional Certification/Licenses** | UAE Driver’s license (preferred) |