



[海外勤務 | 外資系不動産] Client Relations Executive | 不動産販売後

Job Information

Hiring Company[Apex Capital Real Estate LLC](#)**Job ID**

1545177

Industry

Real Estate Brokerage, Management

Company Type

Small/Medium Company (300 employees or less)

Job Type

Permanent Full-time

Location

United Arab Emirates

Salary

3.5 million yen ~ 4.5 million yen

Refreshed

July 14th, 2025 00:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

No permission to work in Japan required

Job Description

Job Summary

We are seeking a proactive and client-focused Client Relations Executive to support our Japanese-speaking clients throughout their real estate journey in Dubai. The successful candidate will serve as the main liaison between the company and our Japanese clients, ensuring smooth communication and exceptional after-sales support.

Key Responsibilities

- Act as the primary contact for Japanese-speaking clients post-sale
- Communicating with clients regarding after sales support such as payments, sales purchase agreement etc
- Coordinate handovers, documentation, and client support with internal teams
- Working closely with Sales and Marketing team to enter leads into CRM, updating documents and monitoring the lead journey.
- Communicating with clients for queries on add-on services such as bank account opening, golden visa, company formation etc.
- Assist with scheduling property viewings, meetings, or other client-related needs

- Handle client inquiries regarding the real estate transaction process
- Provide consistent updates and maintain high client satisfaction levels

What We Offer

- A dynamic, multicultural working environment
- Competitive compensation package
- Opportunities for career growth within the company
- Training and mentorship to develop your real estate knowledge

About Apex Capital Real Estate

We are your one-stop solution to all real estate needs, Residential, Commercial, Off-Plan, Sales & Leasing, or Property Management. With a collective experience of over 45 years in the industry, we have established ourselves as trusted experts in the dynamic Dubai real estate market.

We help you navigate the complexities of buying, selling, and renting properties in Dubai. We are committed to exceeding expectations and delivering exceptional results with integrity, professionalism, and personalized attention to each client's unique needs.

We are a team of 42 employees, Out of which 11 are from Japan working onsite and advising Japanese Clients to purchase property in Dubai. For more information visit <https://apexcapitaldubai.com/jp>

Required Skills

Requirements

- Native Japanese speaker with basic English communication skills
 - 2–3 years of experience in a client service, after-sales, or real estate-related role
 - Bachelor's degree in Business, Communications, Real Estate, or a related field
 - Strong interpersonal and communication skills
 - Detail-oriented, well-organized, and capable of managing multiple priorities
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Company Description