



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

募集職種

採用企業名

[Apex Capital Real Estate LLC](#)

求人ID

1545177

業種

不動産仲介・管理

会社の種類

中小企業 (従業員300名以下)

雇用形態

正社員

勤務地

UAE

給与

350万円 ~ 450万円

更新日

2025年07月14日 00:00

応募必要条件

職務経験

1年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ネイティブ

最終学歴

大学卒：学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

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>

スキル・資格

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

会社説明