

Job Title: Real Estate Data Analyst

Location: Prishtina, Kosovo

Company Overview:

Spaxel is a growing real estate investment, development, and operations company dedicated to creating high-quality living experiences and delivering exceptional service across our portfolio. Our centralized teams support a wide range of functions, from operations and property services to finance, technology, architecture, HR, and more, working together to ensure efficiency, innovation, and excellence across the organization.

Position Summary:

We are seeking a **Real Estate Data Analyst** to join our team, specifically supporting one of our **third-party client accounts**. The client account is a real estate data infrastructure company that aggregates, structures, and standardizes information from complex real estate documents into a proprietary platform for owners and executives.

The Real Estate Data Analyst will perform rules-based extraction of structured data from a variety of complex real estate documents. This role is strictly non-interpretive and does not require financial judgment or opinion. The ideal candidate possesses strong reading comprehension, exceptional attention to detail, and the ability to follow precise abstraction rules within a structured environment.

Key Responsibilities:

- Read and process approximately 30 types of real estate documents, including loan agreements, appraisals, rent rolls, and leases.
- Identify and extract specific, predefined data fields from source documents.
- Enter extracted data accurately into the standardized platform input forms.
- Cross-check extracted values against original documents to ensure 100% accuracy.
- Follow document-specific abstraction rules regarding data location and value interpretation.
- Flag inconsistencies, missing information, or ambiguities using defined escalation procedures.
- Meet defined productivity thresholds and accuracy rates.



Qualifications & Skills:

- **English communication skills** (both written and verbal) are required (C1 or C2 level of proficiency).
- **Document Comprehension:** Strong ability to read and navigate dense legal and financial text.
- **Precision:** High attention to detail with zero tolerance for assumptions or personal "interpretation".
- **Rule-Oriented:** Comfort working in a highly structured, rule-driven environment.
- **Technical Proficiency:** Skilled in Microsoft Excel and PDF/document management tools.
- **Analytical Mindset:** Ability to apply consistent logic across various assets without applying personal judgment.

Preferred Background (Not Required):

- Prior experience in real estate operations, loan servicing, or accounting support.
- Familiarity with leases, loan documents, or financial statements.
- Previous work in data abstraction, Quality Assurance (QA), or compliance-heavy roles.

Note: Highly interpretive roles (e.g., investment analysis or consulting) are typically not a fit for this position.

What We Offer

- **Professional Growth:** Opportunities for learning, growth, and career advancement within an expanding real estate company.
- **Mentorship** from experienced project management leadership
- **Work Environment:** Hands-on exposure to active US real estate development projects
- **Compensation:** Competitive salary package, commensurate with experience
- **Contract:** In accordance with Kosovo Labor Law
- **Office Location:** Prishtina
- **Schedule:** Monday–Thursday from **2:30 PM to 11:00 PM**. After the first three months, employees are eligible to work remotely on Fridays from **12:30 PM to 9:00 PM**.

If you are motivated, eager to learn, and looking to build or advance your career in real estate, we encourage you to apply!



How to Apply:

To apply, please complete the application by filling out the [Recruitment Application Form](#). If you have any questions, feel free to reach out to us at careers@spaxel.com.

Only shortlisted candidates will be contacted.

Deadline: 30.03.2026