

Job Title: Real Estate Data Specialist

Location: Prishtina, Kosovo

Company Overview:

Spaxel is a leading owner, operator, and developer of multifamily housing, committed to providing high-quality living experiences for residents. Our centralized teams support operations across a portfolio of multifamily residential properties, ensuring excellence and efficiency in design and execution.

Position Summary:

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

This is a process-driven, detail-oriented role, not an analytical one. You'll manually abstract data from documents like appraisals, loan agreements, and rent rolls by following standard operating procedures. The work requires precision, consistency, and strong responsiveness, as keeping clients updated on data status is a core part of the job. If you take pride in getting things exactly right and thrive in structured environments, this role is a great fit.

Key Responsibilities:

- Log and track receipt of real estate documents across a portfolio of commercial properties.
- Read and navigate dense real estate documents, including appraisals, loan agreements, insurance policies, operating statements, and rent rolls, to locate specific data points.
- Extract predefined data fields from source documents and enter them accurately into the client's standardized platform.
- Reformat financial documents (e.g., operating statements) into standard Excel templates following step-by-step instructions.
- Cross-check all extracted values against original documents to ensure 100% accuracy.
- Follow document-specific abstraction rules and SOPs, this role requires strict adherence to established procedures, not personal interpretation.
- Flag inconsistencies, missing information, or ambiguities using defined escalation procedures.
- Provide timely status updates to internal stakeholders and client contacts on data processing progress.
- Meet defined productivity thresholds and accuracy benchmarks.

How You'll Ramp Up:

You'll go through a structured 6-month onboarding designed to build your knowledge progressively:

- **Phase 1 — Document Logging:** Start by logging receipt of documents across property portfolios to build familiarity with document types and the platform.
- **Phase 2 — Financial Reformatting:** Move into reformatting operating statements into standardized Excel templates, developing the precision and pattern recognition the role requires.
- **Phase 3 — Data Abstraction:** Progress to extracting specific data points from complex documents using SOPs and video guides. By the six-month mark, you'll be fully proficient.

Training materials, SOPs, and video walkthroughs are provided at every stage.

Qualifications & Skills:

- **English communication skills** (both written and verbal) are required (C1 or C2 level of proficiency).
- Strong attention to detail with zero tolerance for errors or assumptions.
- Responsive and reliable, able to provide quick turnarounds on status updates and follow-ups.
- Comfortable following detailed, step-by-step procedures in a structured environment.
- Basic proficiency in Microsoft Excel (data entry, simple formatting, no complex modeling required).
- Familiarity with PDF and document management tools.
- Organized and capable of managing multiple document queues simultaneously.

Preferred Background (Not Required):

- Prior experience in data entry, document processing, or QA/compliance-heavy roles.
- Familiarity with commercial real estate documents (leases, loan docs, financial statements), but not required; training is provided.

Note: This is a process-execution role. Candidates from highly interpretive backgrounds (e.g., investment analysis, consulting) are typically not the best fit.

What We Offer:

- Work within a specialized data infrastructure firm serving high-level real estate executives.
- Receive comprehensive training including document-type guides and field-level definitions.
- Ideal for individuals who enjoy structured problem-solving and take pride in precision over creativity.
- Competitive compensation and benefits package.

- **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: 18.04.2026