

GABAI REAL ESTATE · JERUSALEM

BUSINESS OPERATIONS COORDINATOR

The person who keeps nothing from moving forward.

Full-Time · In-Office · Jerusalem

TYPE Full-Time	LOCATION Jerusalem, Israel	REPORTS TO Yaniv Gabai	LANGUAGE Hebrew · English Advantage
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WHO WE ARE

A boutique agency that plays a long game.

Gabai Real Estate was built on a conviction that is genuinely uncommon in Israel's property market: that radical honesty, deep local expertise, and white-glove service can build a reputation that compounds across generations. We work with discerning clients — Anglo families making aliyah, values-driven investors, buyers who need to trust not just the property but the people guiding them. We are not a volume operation. We are a quality operation. And we intend to keep it that way as we grow.

THE ROLE

Operational ownership of the listing lifecycle.

This is a role for someone who finds deep satisfaction in a system that works — clean, fast, and reliable. You will own the operational integrity of our property pipeline: from the moment a listing enters the business to the moment it is ready to go to market. Your work is the foundation every other function in the company depends on.

You will work at the intersection of agents, marketing, and leadership — making sure information moves accurately, assets are prepared to standard, and nothing stalls for want of a follow-up. When this role is performed at a high level, the business operates with a clarity and speed that is rare in this industry.

We are not hiring someone to manage a to-do list. We are hiring someone to own the operational readiness of a growing boutique agency — and to raise the standard of what that means.

ACCOUNTABILITY DOMAINS

What you will own.

- **Listing Pipeline Integrity** — End-to-end ownership of the property record lifecycle. From raw intake through to a fully prepared, marketing-ready asset.

- **Data and System Quality** — Maintaining our project management system as a reliable source of truth. Clean data, accurate status, no ambiguity about what is active, what is ready, and what is blocked.
- **Asset Preparation** — Coordinating and organizing all property materials — photos, documents, specs — to the standard required for launch. You define what ready means and hold it there.
- **Internal Accountability** — Ensuring agents and stakeholders meet their commitments on information and follow-through. You are the professional pressure that keeps the pipeline moving.
- **Operational Visibility** — Regular reporting to leadership on pipeline health, readiness status, and where friction exists. Leadership should never be caught off guard by what is in the system.
- **Marketing Handoff** — Ownership of the quality gate between operations and marketing. What passes through is ready. How fast it passes through matters.

WHAT SUCCESS LOOKS LIKE

Outcomes, not activity.

Your performance will be evaluated against three accountability areas:

SYSTEM INTEGRITY

The pipeline reflects reality at all times. Missing information is the exception, not the norm.

READINESS SPEED

Listings move from intake to marketing-ready without unnecessary delay. Speed is a measurable standard.

OPERATIONAL LEVERAGE

Leadership spends their time on revenue and relationships — not chasing information that should already be available.

WHO WILL THRIVE HERE

The profile we are looking for.

This role requires a specific combination that is harder to find than it appears: someone who can operate with precision inside genuine ambiguity. Real estate in Israel is not linear. Information is incomplete, timelines shift, and agents do not always follow through unprompted. The person who succeeds here brings their own standard to that environment — they do not wait for it to be imposed.

- You are organized to a degree that others find remarkable — and you maintain that standard under pressure
- You have quiet authority: people respond to your follow-up not because you demand it, but because your consistency has earned it
- You think in systems, not tasks — your goal is always a reliable process, not a completed checklist
- You are honest and direct, because you understand that an accurate picture is more valuable than a comfortable one
- You are low-ego and high-ownership — credit matters less to you than outcomes

EXPERIENCE AND SKILLS

What we are looking for.

- Background in operations, office management, executive support, or a comparable coordination role

- Demonstrated proficiency in project management or CRM systems — Monday.com experience a strong advantage
- Track record of managing complex, multi-party workflows without losing detail
- Strong written and verbal Hebrew; professional English an advantage given our Anglo client base
- Comfort working with ambiguous, fast-moving information and still producing clean, reliable outputs
- Real estate industry experience is a meaningful advantage, not a requirement

WHAT WE OFFER

Why this role is worth your attention.

- Competitive salary with performance-linked bonus tied to operational outcomes
- A role with genuine scope — you are not supporting a function, you are owning one
- Direct visibility with leadership and meaningful impact on how the business performs
- A culture that values precision, honesty, and the kind of professionalism that does not need to announce itself
- A growth path that evolves as the company scales — this is a foundational hire

APPLY

Send your CV and a brief note on what draws you to this role.

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