



Home Invest Belgium is a Belgian public regulated real estate company (GVV or BE-REIT) specialized in acquisition, development, leasing and management of residential real estate.

On 31 December 2021, Home Invest Belgium has a real estate portfolio of more than € 725 million in Belgium and the Netherlands.

To support the further growth of the organization, we are looking for a

### “LEASE ADMINISTRATOR”

#### Your key responsibilities

- ✓ Prepare the letting of vacant apartments
- ✓ Follow up with the Property Manager & Letting Agents (internal & external)
- ✓ Prepare new lease contracts
- ✓ Ensure the entry of tenant & lease data in Axxerion (ERP)
- ✓ Follow up on tenant obligations (rental deposits etc.)
- ✓ Organise expert inspections
- ✓ Manage lease breaks & other addenda

#### Your profile

- ✓ Bachelor's degree in legal practice or training / experience in real estate
- ✓ Very good knowledge of French, English and Dutch
- ✓ Very punctual and self-disciplined
- ✓ Strong communication and organizational skills

#### We offer you

- ✓ An opportunity to play a key role in a leading and growing company
- ✓ To join a young and dynamic team
- ✓ A full-time contract with an attractive salary
- ✓ A work hard-play hard mentality
- ✓ A complete package with meal vouchers, pension, insurance and bonus plans

**Interested to join us?** Please send your motivated application to Noëlla Schade - [JOBS@HOMEINVEST.BE](mailto:JOBS@HOMEINVEST.BE).